## **File Library Manual**

## Create a File Category:

Dashboard	Content	Components	Re	ports	Configur	ation	Logout
		Social Media	•				
Quick Launch		Form Manager	•				
		File Library	•	File Li	st		
Vie Vie	w Page I	Download Expo	rts	File Ca	ategories	ager	
	in ruge e	FAQ	•	_		uge.	
🌍 Ed	it Module	Poll	•	📝 Ev	ent Man	ager	
8 Me	enu Manag	jer	2	🐻 Im	age Mar	ager	
📴 Sh	owcase M	lanager					



- This is the category list.
- You can turn on or off the lightbulbs to make a category visible or invisible on the front end.
- The arrows allow you to reposition the ordering of the categories.
- You can select the pencil/paper icon to edit a current category.
- Select Add New Category to create a new category to add to the list.

tails Parent	Content	View Permissions	Upload Permissio	No Permission	
Name	Test Categ	jory			
Parent	/ Change				
Code	test_categ	jory			
Icon Image			EE		
Order Files	As Set By	User 👻			
ontact after Upload	johndoe@	email.com			

- For the **Code**, use the same name as the **Name** with an underscore (\_) separating the words.
- With Order Files... you can edit the way you view your files.
- **Contact after Upload** will enable you to notify a specified email address after an upload into this category.

File Category Editor	х
Details Parent Content View Permissions Upload Permissions No Permission	
Builders Inspection         Finance         Test Category	
Save	Category Cancel

• The **Parent Category** will enable you to decide whether a category will be its own distinct category or become a member of another category (**Sub-Category**). Just select the category you would like this to branch from. If you choose to have this be a **Main Category** you can leave it as is, or select the "/" link.

File Category Editor	х
Details Parent Content View Permissions Upload Permissions No Permission	
🗏 🛃 🖤 🖋 🐒 🔚 🛍 👘 🤊 🕲 🔳 - 🗟 🚸 😌 — 🤱 ⁄ O	
Normal • Font • Size • B I U = A 🕸 🗐 🚍 🚍 = = = = = = = = = = = = = = = = =	
This is where you can put a description regarding this specific category.	
E	
Design 🗵 Source 🕒 Preview Use Shift+Enter for a tag 🗄 🧮	
Save Category Can	cel

• **Content** will enable you to provide a description which will appear on the front end of the website.

File Category Editor				х
Details Parent Conte Roles/Usertypes Rules Limit Access to Sp Default Access :	nt View Permission s Users Lead ecific User Types- Allow O Deny	Upload Permissions	No Permission	
Assign Access Per Role Administrator Content Editor Hosting Only Admin Public Site Registrant	<ul> <li>✓ Default</li> <li>✓ Default</li> <li>✓ Default</li> <li>✓ Default</li> <li>✓ Default</li> <li>✓ Default</li> </ul>			
System Administrator	Default			
				Save Category Cancel

• View Permissions is where you can enable certain roles/users/etc. access to this category. As a default, it is set to allow all users, including public users, access to the files. You may select and de-select access for all of these tabs.

File Category Editor	х
Details       Parent       Content       View Permissions       Upload Permissions       No Permission         Roles/Usertypes       Rules       Users       Lead         Limit Access to Specific User Types       Default Access :       Allow       Deny         Assign Access Per Pole       Image: Content Pole       Image: Content Pole       Image: Content Pole	
Administrator       Image: Default         Content Editor       Image: Default         Hosting Only Admin       Image: Default         Public       Image: Default         Site Registrant       Image: Default         System Administrator       Image: Default	
Save Category Can	cel

• **Upload Permissions** is set to restrict access to certain roles/users/etc. and their ability to upload files into this category **from the front end**. Generally, leave it on the default settings. This way, only users with backend access to the file library can add to this category.

File Category Editor	х
Details Parent Content View Permissions Upload Permissions No Permission	
Details       Parent       Content       View Permissions       Upload Permissions       No Permission         If User Does Not Have Permissions       Show Category       Yes       No         Allow Category Click       Yes       No         Message for visitor without Valid Permissions       ou do not have permission to access this category. Please contact us @ 555-1234-567	
Save Categ	gory Cancel

• **No Permission** refers to what happens when a user does not have permission to view this category based on the previous permission settings you have established.

FILE LIBRARY	• This is the front end view of the category.
CATEGORIES	
— Upload a File	
This is where you can put a description regarding this specific category.	
« Back	
FILES	
Test File This is where the short description goes.	
File Size: 384 KB	

## Creating a New File:

Dashboard Content	Components	Re	eports	Configu	ration	Logout	
	Social Media	+					
Quick Launch	Form Manager	•					
	File Library	File Library		File List		]	
View Page	Download Exports		File Categories		ager		
<u></u>	FAQ	+			- <b>y</b>		
🌍 Edit Modul	e_Poll	Þ	🕎 Ev	ent Mar	ager		
🕜 Menu Mana	ager	1	lm	age Ma	nager	2	
💐 Showcase	Manager						

🥐 FISSIC	on cms								Tow	n of Lev	wiston
Dashboard	Content	Components	Reports	Configuration	Logout					8 so	cial Tools
Dashboard >> Fil	le Library										
Name / Filename :			Category :	All Categories	▼ F	Filter					
						Viewing file 1 to	6 of 6 total.				
Name						Category	Filename	Size	Created		
Application for	or Pool Permi	t				Builders Inspection	Application_for_Pool_Permit.pdf	45.2 KB	Nov 05, 2012 @ 11:18:36 am 🛃	-	1
Puilding Perm	nit Form (201	2)				Builders Inspection	Building_Permit_Form_2012.pdf	53.0 KB	Nov 05, 2012 @ 11:19:55 am 🛃		1
🥪 Sketch Plan						Builders Inspection	Sketch_Plan.pdf	18.2 KB	Nov 05, 2012 @ 11:21:15 am 🛃	<b>~</b>	1
🍚 Site Plan Rev	riew					Builders Inspection	Site_Plan_Review.pdf	67.9 KB	Nov 05, 2012 @ 11:20:52 am 🛃		1
🥥 Zoning Board	d Application					Builders Inspection	Zoning_Board_Application.pdf	18.7 KB	Nov 05, 2012 @ 11:21:48 am 🛃		1
Salary Scheo	dule					Finance	salary_schedule.pdf	1.95 MB	Nov 05, 2012 @ 11:20:23 am 🛃		1

Add New File

- Lightbulbs enable you to activate or de-activate files from appearing on the front end.
- **Category** shows you the respective category given to each file.
- Selecting the "disk" icon will download the file directly to your computer.
- Arrows enable you to change the order of your files and how they appear on the front end of the site.

lew File           Details         Category         Display         Acces           General         Category /         Output         Output         Output	ss No Permission
Filename Test_File_for_Manual File Type File Size	(Do not include extension, it is added automatically when file is saved)
Upload / Replace	۵ 🗯
	Save File Cancel

- Filenames should always be entered with underscores (\_) separating words.
- Select the "world" icon to upload a document

Upload a File	х	• Browse to find your file. Select Upload.
Valid File Types : any Maximum Size : 10485760 (10,485,760 bytes)	in a	
P:\SPFA Logo with Mer Browse		
Upload		

File Editor	х
Details Category Display Access No Permission Category	
Save File Can	icel

• The **Category** will be where this file will be found under. Simply select the proper category. You can always go back and change this.

	2
ry Display Access No Permission	
formation	
Test File	
This is where the short description goes.	
/cmscore/images/dashboard/building-	
Save	File Cancel
	ry Display Access No Permission formation Test File This is where the short description goes. : /cmscore/images/dashboard/building- EE

- **Display** is a tab in which you can control what will display on the front end.
- Icon Image allows you to add a small icon to the left of the file.

File		
ails Category Disp	lay Access No Permission	
lequire Permissions	for this File	
oles/Usertypes Rules	s Users Lead	
-Limit Access to Sp	ecific User Types	
Default Access:	Vlow 🔿 Denv	
Default Access :	Allow 🔘 Deny	
Default Access :	Allow O Deny	
Default Access :  Assign Access Per Role. Administrator	Allow ⊘ Deny  I Default	
Default Access : Assign Access Per Role. Administrator Content Editor	Allow O Deny	
Default Access : Assign Access Per Role. Administrator Content Editor Hosting Only Admin	Allow O Deny  V Default V Default V Default	
Default Access : Assign Access Per Role. Administrator Content Editor Hosting Only Admin Public	Allow O Deny	
Default Access : Assign Access Per Role. Administrator Content Editor Hosting Only Admin Public Site Registrant	Allow O Deny	

• Access is where you can enable certain roles/users/etc. access to this individual file. As a default, it is set to allow all users, including public users, access to the file. You may select and de-select access for all of these tabs.

w File							
etails	Category	Display	Access	No Permissio	n		
-If Us	er Does No	t Have P	ermissio	n			
Show F	ile 🔘 Yes	No					
Messa	ge for visitor	without Val	id Permis	sions			
Sorry y	ou do not have	access to v	iew these fi	les. Please contac	ct us @ 555-1	234-567	
6							
							6

• No Permission allows you to be able to *show* or *not show* the file despite their access. If denied access, they can only see this file exists; they cannot access it. This is generally set to "no" and also enables you to provide a message to users who cannot view the file.

www.yourwebsite.com/file-library.php	• /file-library.php will be the filepath you use to
	access the file library on the front end.

FILE LIBRARY	This is the front end view of the file library
CATEGORIES	
Builders Inspection - 5 Files	
Finance - 1 File	
Test Category - 1 File	

FILE LIBRARY	<ul> <li>This is the front end view of the category and its' subsequent files.</li> </ul>
CATEGORIES	
<ul> <li>Upload a File</li> <li>This is where you can put a description regarding this specific category.</li> </ul>	
« Back	
FILES	
Test File This is where the short description goes. File Name: Test_File_for_Manual.pdf File Size: 384 KB	