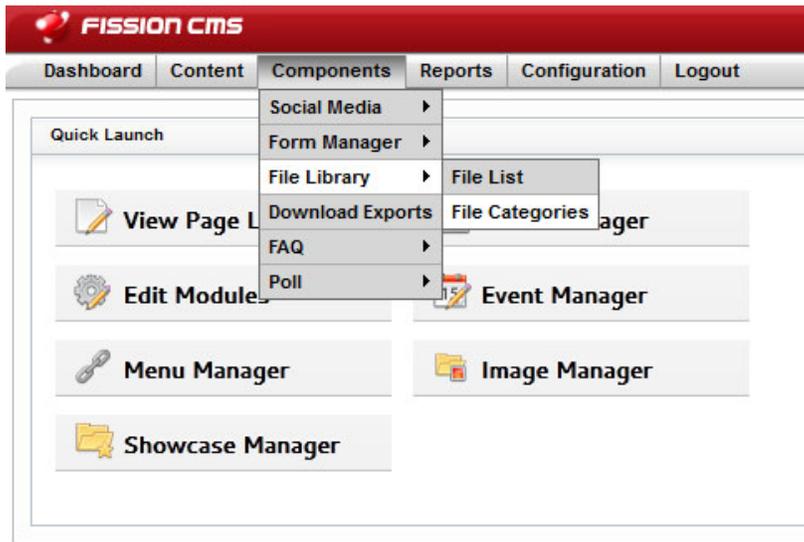


File Library Manual

Create a File Category:



- 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.

File Category Editor x

Details | Parent | Content | View Permissions | Upload Permissions | No Permission

Name

Parent /
[Change](#)

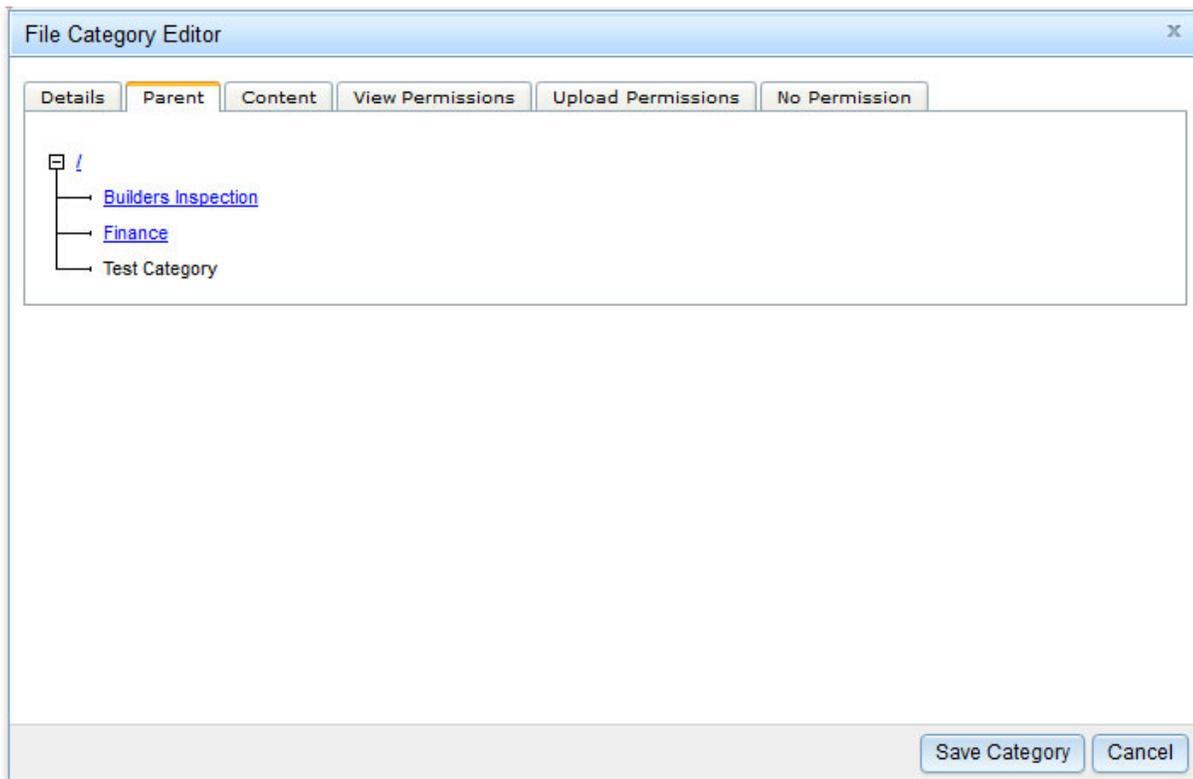
Code

Icon Image 

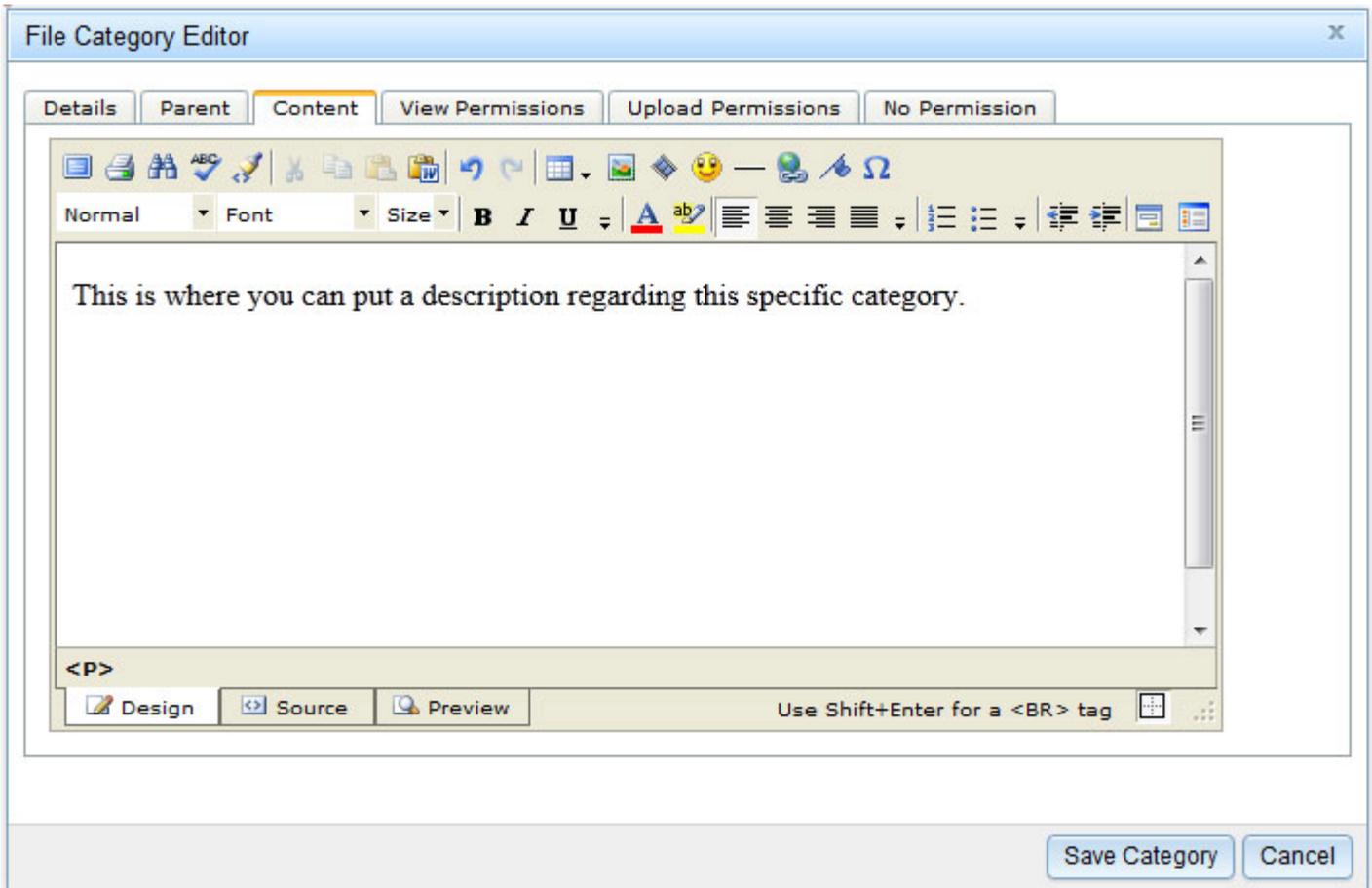
Order Files...

Contact after Upload

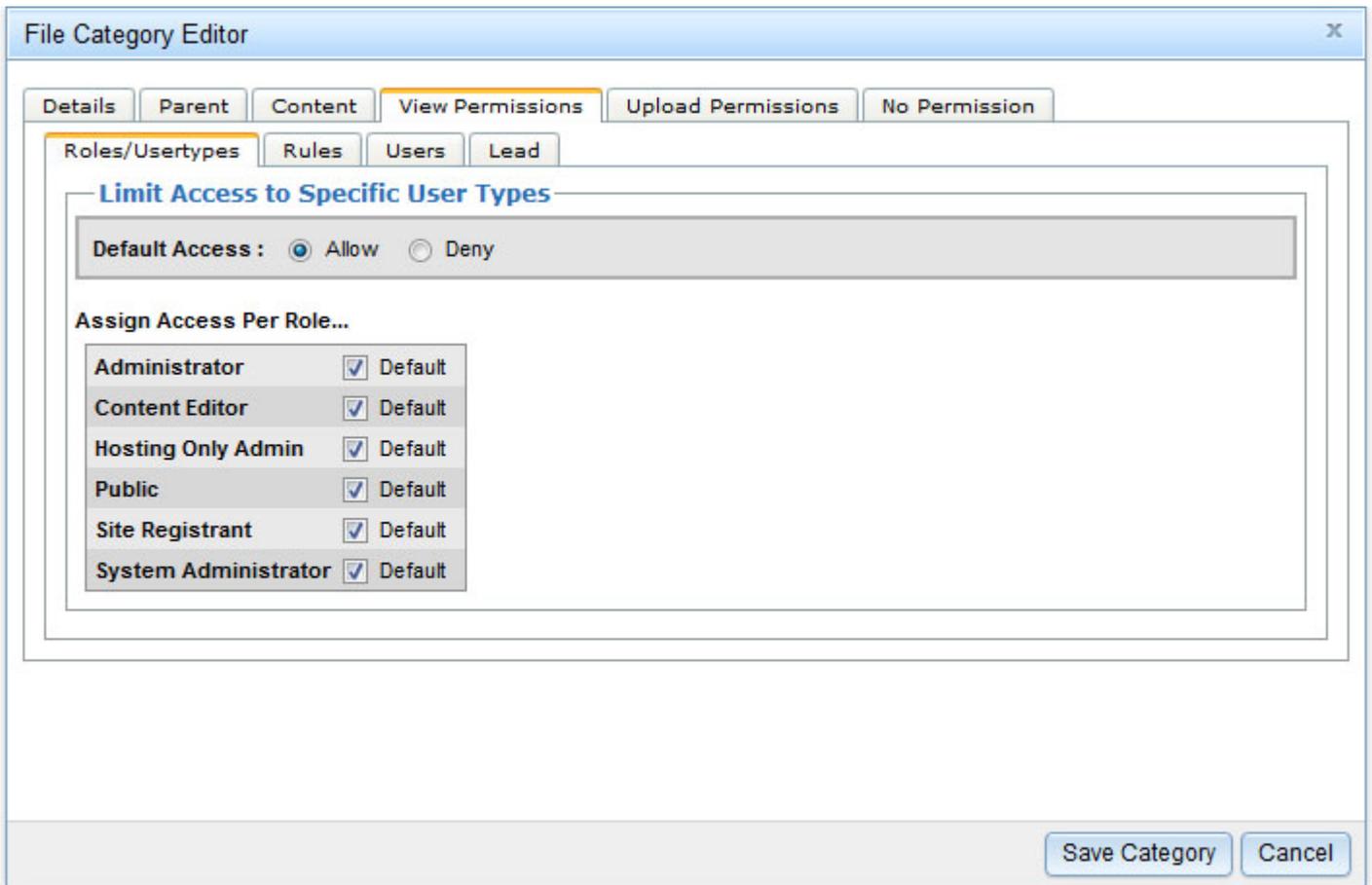
- For the **Code**, use the same name as the **Name** with an underscore (`_`) separating the words.
- With **Order Files...** you can edit the way you view your files.
- **Contact after Upload** will enable you to notify a specified email address after an upload into this category.



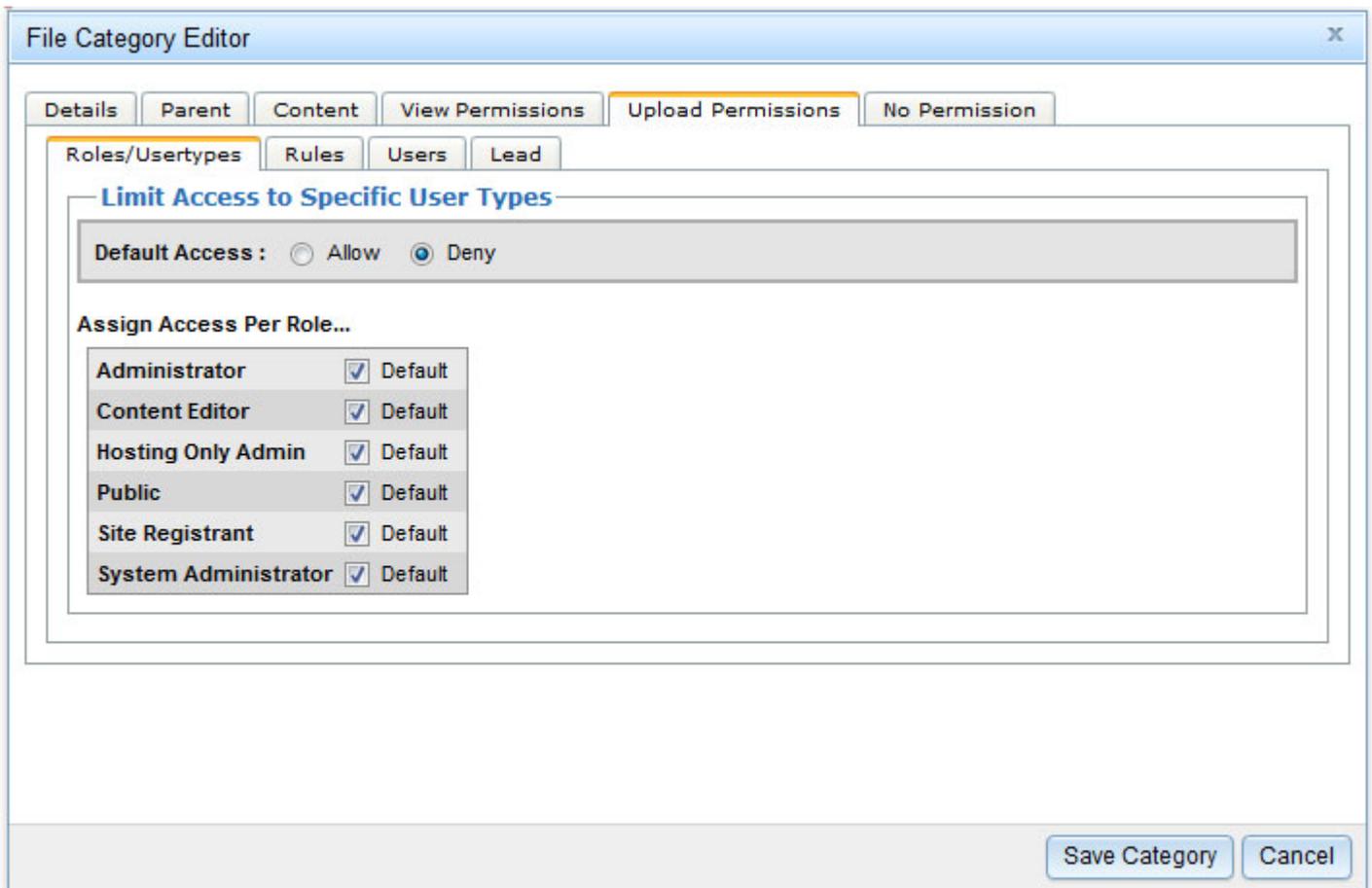
- The **Parent Category** will enable you to decide whether a category will be its own distinct category or become a member of another category (**Sub-Category**). Just select the category you would like this to branch from. If you choose to have this be a **Main Category** you can leave it as is, or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



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



- **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.



- **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.

The image shows a screenshot of a software dialog box titled "File Category Editor". The dialog has a light blue header bar with a close button (X) in the top right corner. Below the header, there are five tabs: "Details", "Parent", "Content", "View Permissions", and "No Permission". The "No Permission" tab is currently selected and highlighted with a yellow border. Inside the dialog, there is a section titled "If User Does Not Have Permission...". This section contains three settings: "Show Category" with radio buttons for "Yes" (selected) and "No"; "Allow Category Click" with radio buttons for "Yes" and "No" (selected); and "Message for visitor without Valid Permissions..." which is a text input field containing the text "ou do not have permission to access this category. Please contact us @ 555-1234-567". At the bottom right of the dialog, there are two buttons: "Save Category" and "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

CATEGORIES

— Upload a File

This is where you can put a description regarding this specific category.

[« Back](#)

FILES



Test File

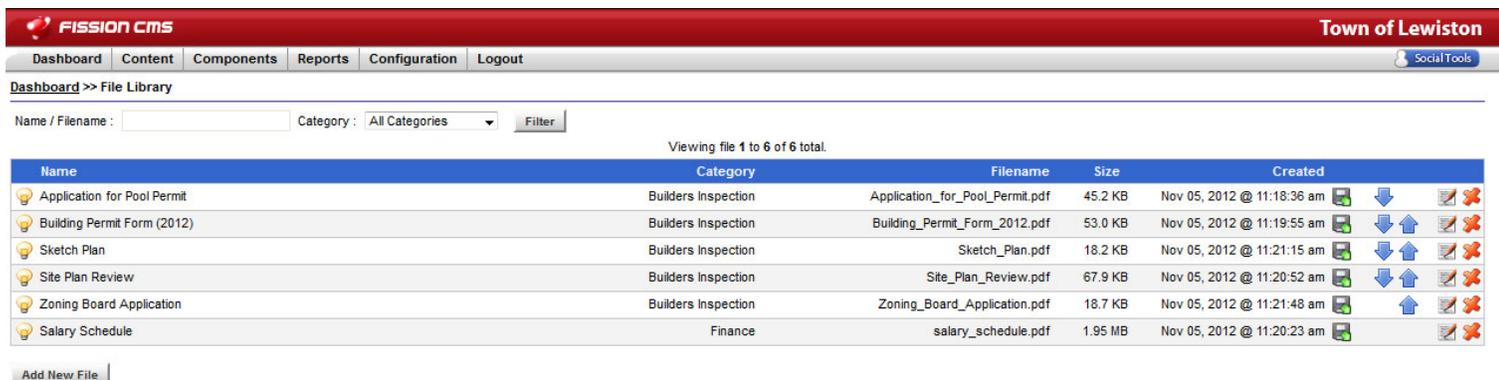
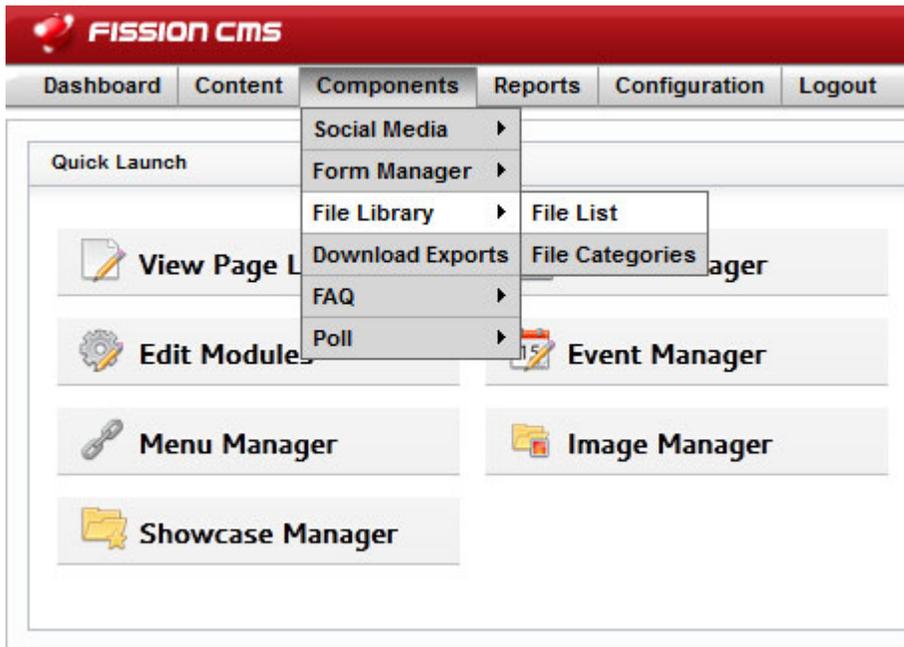
This is where the short description goes.

File Name: Test_File_for_Manual.pdf

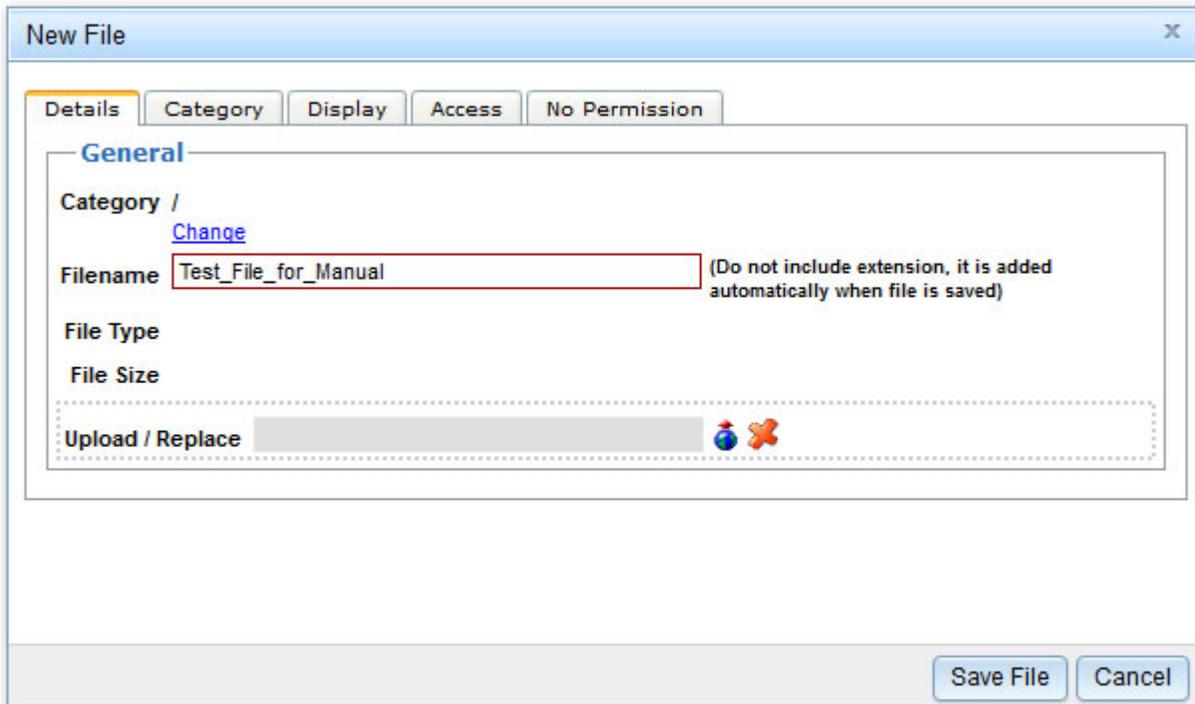
File Size: 384 KB

- This is the front end view of the category.

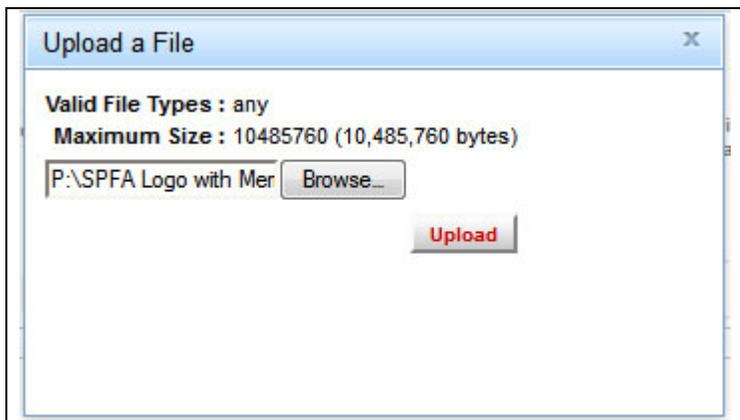
Creating a New File:



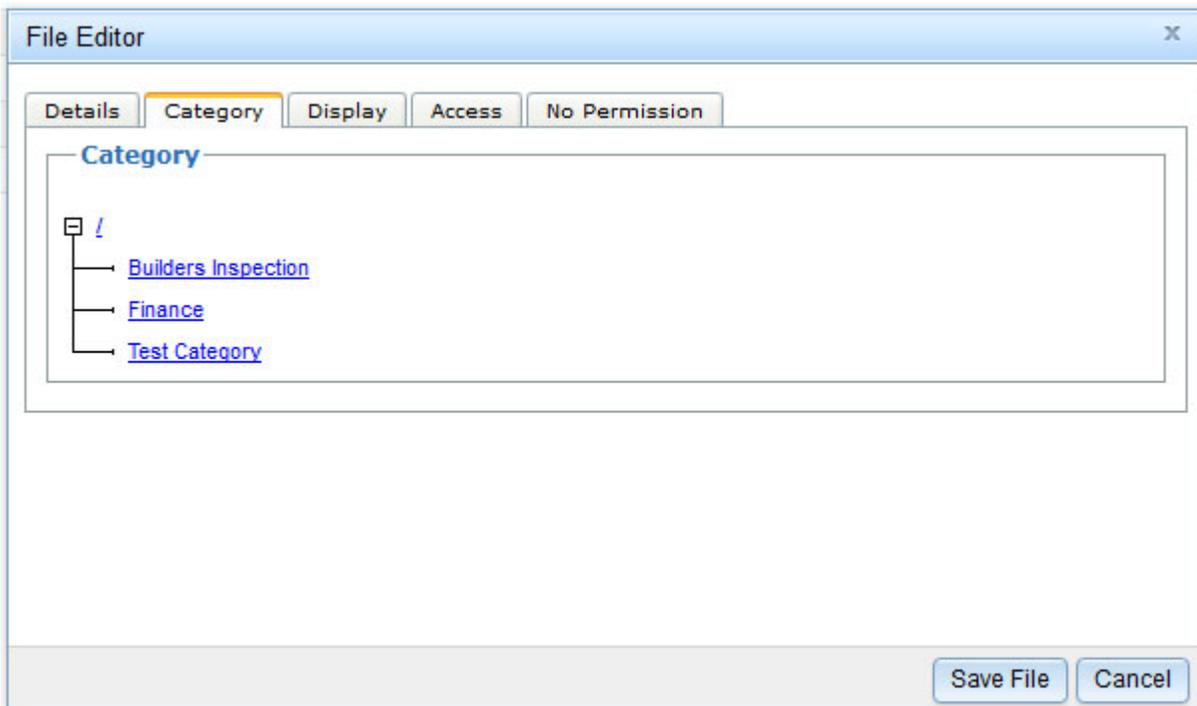
- **Lightbulbs** enable you to activate or de-activate files from appearing on the front end.
- **Category** shows you the respective category given to each file.
- Selecting the “disk” icon will download the file directly to your computer.
- **Arrows** enable you to change the order of your files and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



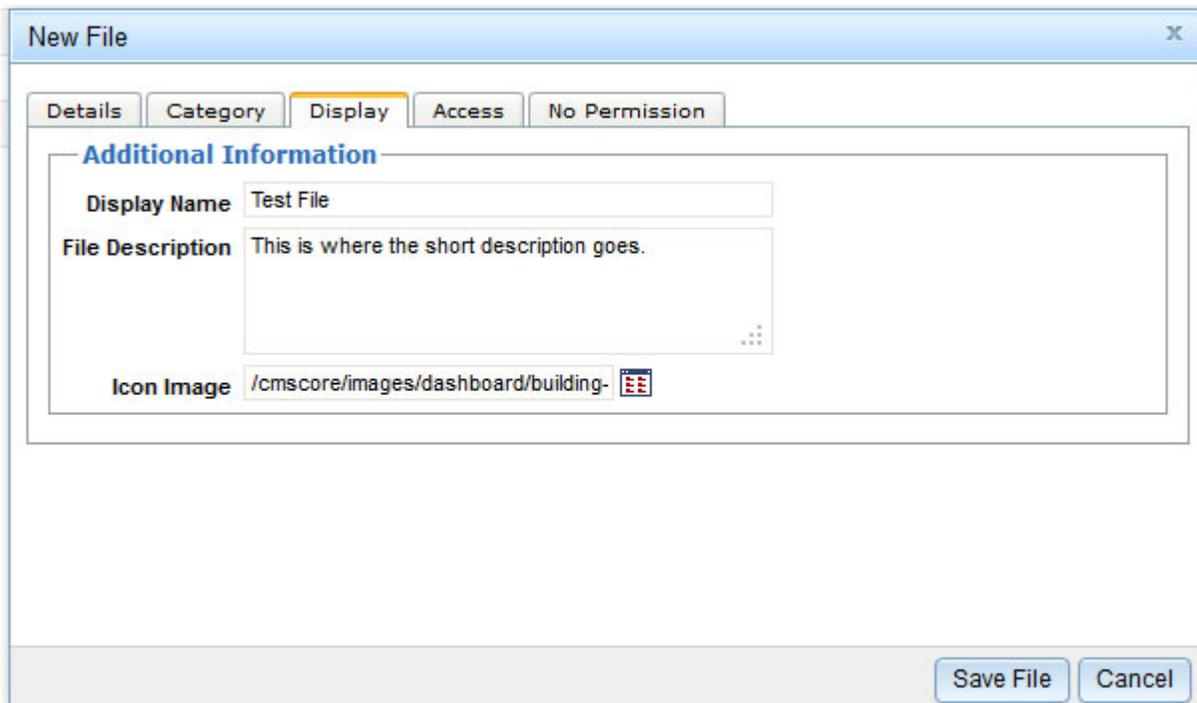
- **Filenames** should always be entered with underscores (_) separating words.
- Select the “world” icon to upload a document



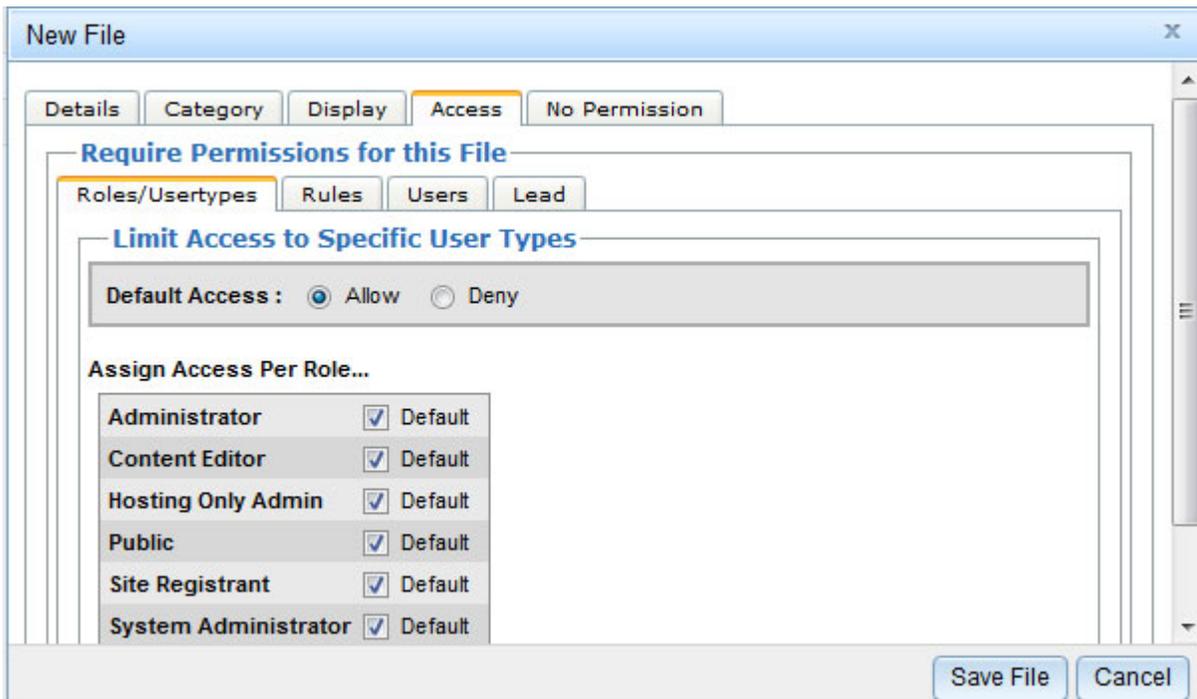
- **Browse** to find your file. Select **Upload**.



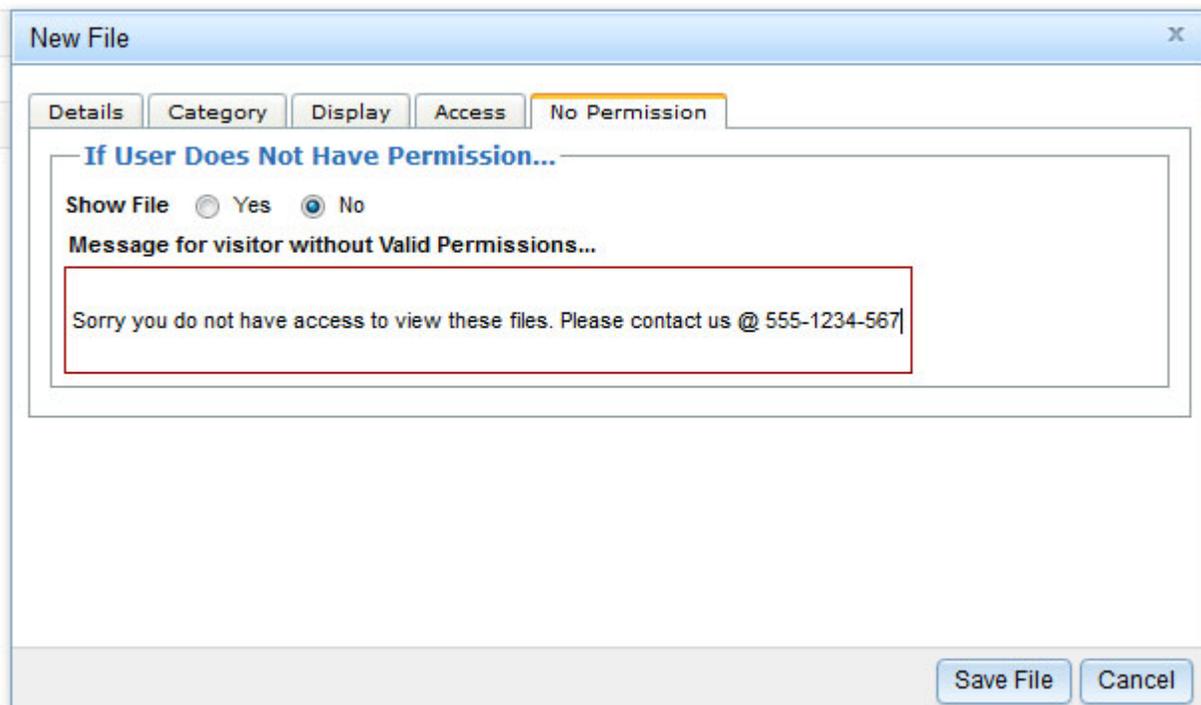
- The **Category** will be where this file will be found under. Simply select the proper category. You can always go back and change this.



- **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.



- **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.



- **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.

FILE LIBRARY

CATEGORIES

Builders Inspection - 5 Files

Finance - 1 File

Test Category - 1 File

- This is the front end view of the file library

FILE LIBRARY

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 Name: Test_File_for_Manual.pdf

File Size: 384 KB

- This is the front end view of the category and its' subsequent files.