

Retrieving Uploaded Files

Where to Manage Uploaded Files

Admins can view files uploaded by specific users by going into their profiles from the admin-side and looking for the **Uploaded Files** section of the users dashboard. Only users can upload files, so admins will need to login as the user and follow the instructions on **Uploading Files from the User-side** to do this.

The screenshot shows a user profile for 'Mrs. Michael Rue Ashbury' with the email 'mash-bury@tomahawk.ca'. The 'Uploaded Files' section is highlighted with a red box and contains the following data:

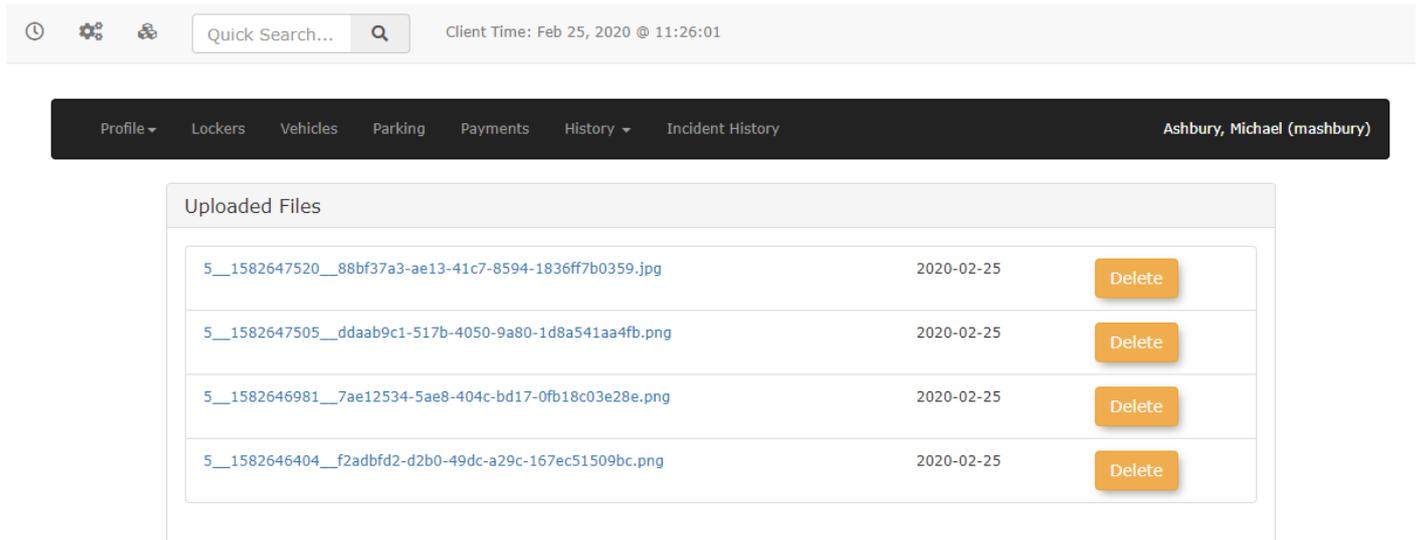
File ID	Upload Date
5__1582647520__88bf37a3-ae13-41c7-8594-1836ff7b0359....	2020-02-25
5__1582647505__ddaab9c1-517b-4050-9a80-1d8a541aa4fb...	2020-02-25
5__1582646981__7ae12534-5ae8-404c-bd17-0fb18c03e28e...	2020-02-25
5__1582646404__f2adbfd2-d2b0-49dc-a29c-167ec51509bc....	2020-02-25

Other sections visible include: Violations (Ticket TT-10018, Issued Feb. 20, 2020, Value 50.00), Active Lockers (4, 22, 11, 5), Active Permits (0005, 0002, 50, B201), and User Notes (05/18 Tester Notes - No Subscription, Monthly 1805 Sub allocation).

Keep in mind that only the first 5 uploaded images will display in this area, and if you wanted to view more uploads you would need to select the **Manage** button.

Viewing Files

Admins may view the uploaded files by selecting the file name, or by clicking the **Manage** button from the users dashboard. This will take you to the **Uploaded Files** the user has submitted.

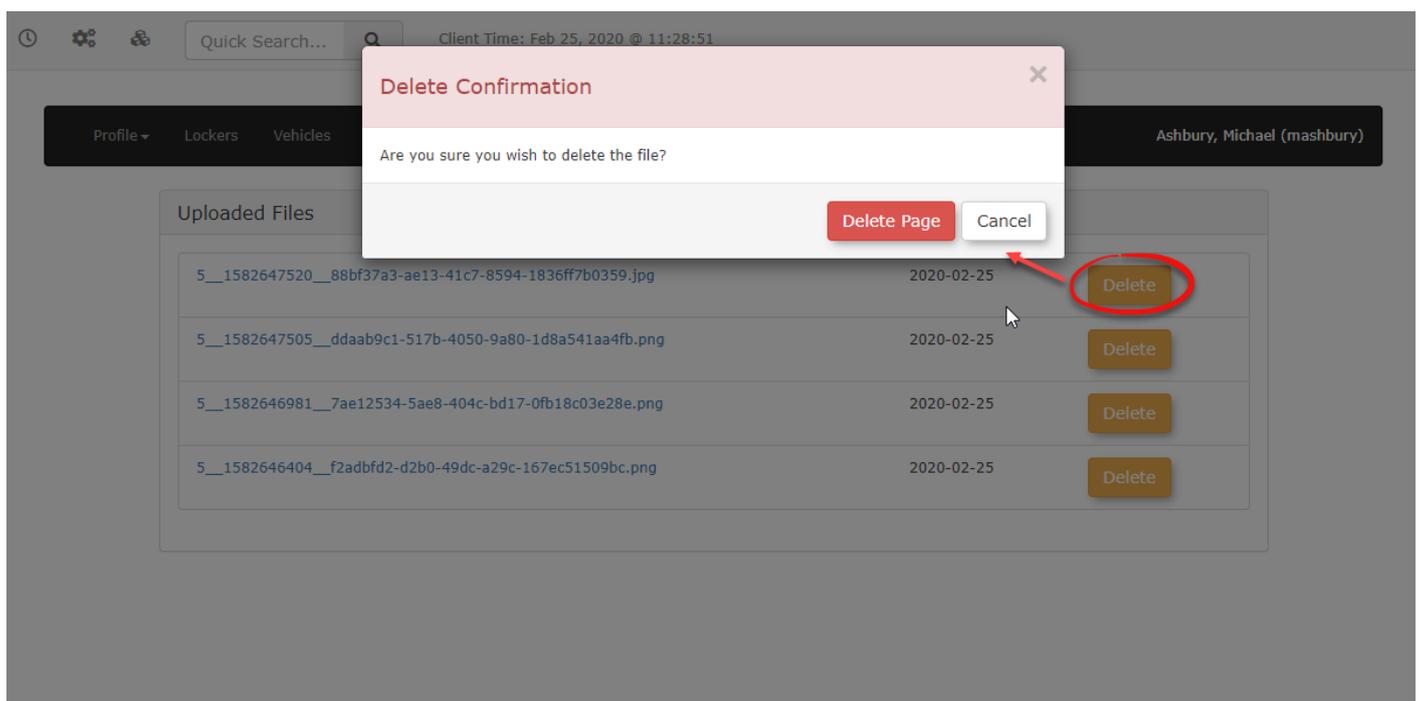


The screenshot shows a user dashboard for Michael Ashbury. At the top, there is a navigation bar with options: Profile, Lockers, Vehicles, Parking, Payments, History, and Incident History. A search bar and a client time indicator (Feb 25, 2020 @ 11:26:01) are also present. Below the navigation bar, the 'Uploaded Files' section is displayed as a table with four rows. Each row contains a file name, the upload date (2020-02-25), and a 'Delete' button.

File Name	Upload Date	Action
5__1582647520__88bf37a3-ae13-41c7-8594-1836ff7b0359.jpg	2020-02-25	Delete
5__1582647505__ddaab9c1-517b-4050-9a80-1d8a541aa4fb.png	2020-02-25	Delete
5__1582646981__7ae12534-5ae8-404c-bd17-0fb18c03e28e.png	2020-02-25	Delete
5__1582646404__f2adbfd2-d2b0-49dc-a29c-167ec51509bc.png	2020-02-25	Delete

Deleting Files

Once you are managing the files that have been uploaded by a specific user, you can choose to remove that file by clicking the **Delete** button. This will bring up a confirmation dialog for you to select before confirming that the file will be deleted.



This screenshot illustrates the confirmation step for deleting a file. A modal dialog box titled 'Delete Confirmation' is overlaid on the 'Uploaded Files' table. The dialog asks, 'Are you sure you wish to delete the file?' and provides two options: 'Delete Page' (a red button) and 'Cancel' (a white button). A red circle highlights the 'Delete' button in the table, with a red arrow pointing from it to the 'Delete Page' button in the dialog. The background is dimmed to show the table and navigation elements.

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