

# 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 displays a user profile dashboard for 'Mrs. Michael Rue Ashbury'. The 'Uploaded Files' section is highlighted with a red box and contains a table of uploaded files:

File Name	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:

- Personal Information:** Email Address (mash-bury@tomahawk.ca), Auto Login Address, Login as user button.
- Active Address:** Address (5612 Belleline Rd), City (Ottawa), Province (Ontario), Postal Code (K2G5B1).
- Faculty Information:** Employee ID (00800147), Department Name (Security).
- Violations:** Table with columns Ticket, Issued, Value, Notes. Entry: TT-10018, Feb. 20, 2020, 50.00.
- Active Lockers:** Table with columns Locker, Active Window, Building / Area, Amount. Entries: 4, 22, 11, 5.
- Active Permits:** Table with columns Permit, Active Window, Lot Name, Amount. Entries: 0005, 0002, 50, B201.
- User Notes:** Section with a note dated May 18, 2018.

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.

Quick Search...

Client Time: Feb 25, 2020 @ 11:26:01

Profile ▾

Lockers

Vehicles

Parking

Payments

History ▾

Incident History

Ashbury, Michael (mashbury)

Uploaded Files

<a href="#">5__1582647520__88bf37a3-ae13-41c7-8594-1836ff7b0359.jpg</a>	2020-02-25	Delete
<a href="#">5__1582647505__ddaab9c1-517b-4050-9a80-1d8a541aa4fb.png</a>	2020-02-25	Delete
<a href="#">5__1582646981__7ae12534-5ae8-404c-bd17-0fb18c03e28e.png</a>	2020-02-25	Delete
<a href="#">5__1582646404__f2adbfd2-d2b0-49dc-a29c-167ec51509bc.png</a>	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.

Quick Search...

Client Time: Feb 25, 2020 @ 11:28:51

Profile ▾

Lockers

Vehicles

Ashbury, Michael (mashbury)

Uploaded Files

Delete Confirmation

Are you sure you wish to delete the file?

Delete Page Cancel

<a href="#">5__1582647520__88bf37a3-ae13-41c7-8594-1836ff7b0359.jpg</a>	2020-02-25	Delete
<a href="#">5__1582647505__ddaab9c1-517b-4050-9a80-1d8a541aa4fb.png</a>	2020-02-25	Delete
<a href="#">5__1582646981__7ae12534-5ae8-404c-bd17-0fb18c03e28e.png</a>	2020-02-25	Delete
<a href="#">5__1582646404__f2adbfd2-d2b0-49dc-a29c-167ec51509bc.png</a>	2020-02-25	Delete

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