

# 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 top navigation bar includes a search bar, client time (Feb 25, 2020 @ 11:21:59), and various icons. The main content area is divided into several sections:

- Personal Information:** Email Address (mash-bury@tomahawk.ca), Auto Login Address, and a 'Login as user' button.
- Active Address:** Address (5612 Belleline Rd), City (Ottawa), Province (Ontario), and Postal Code (K2G5B1).
- Faculty Information:** Employee ID (00800147) and Department Name (Security).
- Violations:** A table with columns: Ticket, Issued, Value, and Notes. It shows one violation with Ticket ID TT-10018, issued on Feb. 20, 2020, with a value of 50.00.
- Active Lockers:** A table with columns: Locker, Active Window, Building / Area, and Amount. It lists four lockers (4, 22, 11, 5) all with an active window of 'Y : Test Annual' and a value of \$113.00.
- Active Permits:** A table with columns: Permit, Active Window, Lot Name, and Amount. It lists four permits (0005, 0002, 50, B201) with various active windows and values ranging from \$169.50 to \$395.50.
- Uploaded Files:** A section highlighted with a red box, showing a list of uploaded files with their IDs and dates (all from 2020-02-25). A 'Manage' button is located next to the list.
- User Notes:** A section at the bottom showing a note from 'Tomahawk' dated May 18, 2018, at 1:40 pm.

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 PageCancel

<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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