

Uploading and Managing Files

The **Manage Files** section in your OPS-COM Admin site provides a centralized repository for all files used across your OPS-COM instance, primarily images for your user and admin dashboards. This feature allows administrators to easily upload, view, organize, and manipulate these files, ensuring consistent branding and visual content throughout your system.

Using this Feature

The **Manage Files** page offers different ways to view and interact with your uploaded files.

1. To access this, click **System Configuration, Manage Files**.

Viewing Files

Files can be viewed in two primary modes:

- **Thumbnail Mode:** Displays a visual preview of each image, which is useful for quickly identifying content.
- **List Mode:** Provides a detailed list view, showing file names and other relevant information.

Managing Existing Files

By clicking on an image or file, a contextual menu will appear, giving you several options:

- **Rename:** Change the name of the file.
- **Download:** Save a copy of the file to your local device.
- **Move:** Relocate the file to a different folder within the repository.
- **Resize:** Adjust the dimensions of an image.
- **Crop:** Trim an image to a specific area.
- **Delete:** Permanently remove the file from the system.

Adding Files to the Repository

To add new files to this repository simply **drag the file** from your computer directly into the screen area of the **Manage Files** page. An **Upload File(s)** interface will appear, indicating where to drop the file. The file will then be uploaded to your site's file storage.

Adding Images to a Page (Referencing Uploaded Files)

To display an image you've uploaded onto an OPS-COM page (such as a page header or a custom content area), you'll need to insert the correct file path.

- The **root folder** for all uploaded files is `/uploads/FILES/`.
- This is followed by your unique **customer code**.
- Finally, you include the **file name** itself.

Example: The resulting URL for a logo placement might look like this: `/uploads/FILES/PA-DEMO/TomahawkUniversity_logo.png`

This URL is then used in the relevant configuration fields or HTML content to display the image on your OPS-COM pages.

Best Practices & Considerations

- **Organize Files:** If you have many files, consider creating sub-folders within the file manager to keep your assets organized and easy to find.
 - **Descriptive File Names:** Use clear and descriptive file names (e.g., `company-logo-header.png` instead of `image1.png`) to simplify identification and referencing.
 - **Optimize Image Sizes:** Before uploading, optimize large images for web use. Smaller file sizes will improve page load times for both admin and user interfaces.
 - **Backup Critical Assets:** While OPS-COM manages these files, consider maintaining local backups of critical branding assets (logos, banners) as a best practice.
 - **Path Accuracy:** When linking images to pages, ensure the URL path is exactly correct, including capitalization, as file paths are often case-sensitive.
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