

# 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**, then **Manage Files**.

### Viewing Files

Files can be viewed in two primary modes:

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

### Managing Existing Files

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

- **Download:** Save a copy of the file to your local device.
- **Rename:** Change the name of the file.
- **Delete:** Permanently remove the file from the system.

To crop an image (i.e., resize or adjust its visible dimensions to focus on a specific area), first **View** the image. Then, click the **Cropping icon** to begin selecting the desired area of the image.

### Adding Files to the Repository

To add new files to this repository, click on the **Upload** tool. An **Upload files** interface will appear, prompting you to **Select files**, then **Submit**. The file will then be uploaded to your site's file storage.

**Note:** Once an image is uploaded, it cannot be moved to a different folder. To maintain proper organization, ensure that you upload the image directly into the intended destination folder.

## Adding Images to a Page (Referencing Uploaded Files)

To display an image you've uploaded onto an OPS-COM page (e.g., a page header or a custom content area):

1. Click **Insert** in the text editor toolbar.
2. Select **Image** from the dropdown menu.
3. In the **Insert/edit image** window, click the **search folder icon** next to the source field to open the **Filemanager**.
4. In the Filemanager, locate and **double-click** the image you wish to insert.
5. The image will be added to the page at the location of your cursor.

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## 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. Be sure to upload files directly into the appropriate folder, as uploaded files cannot be moved once added.
- **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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