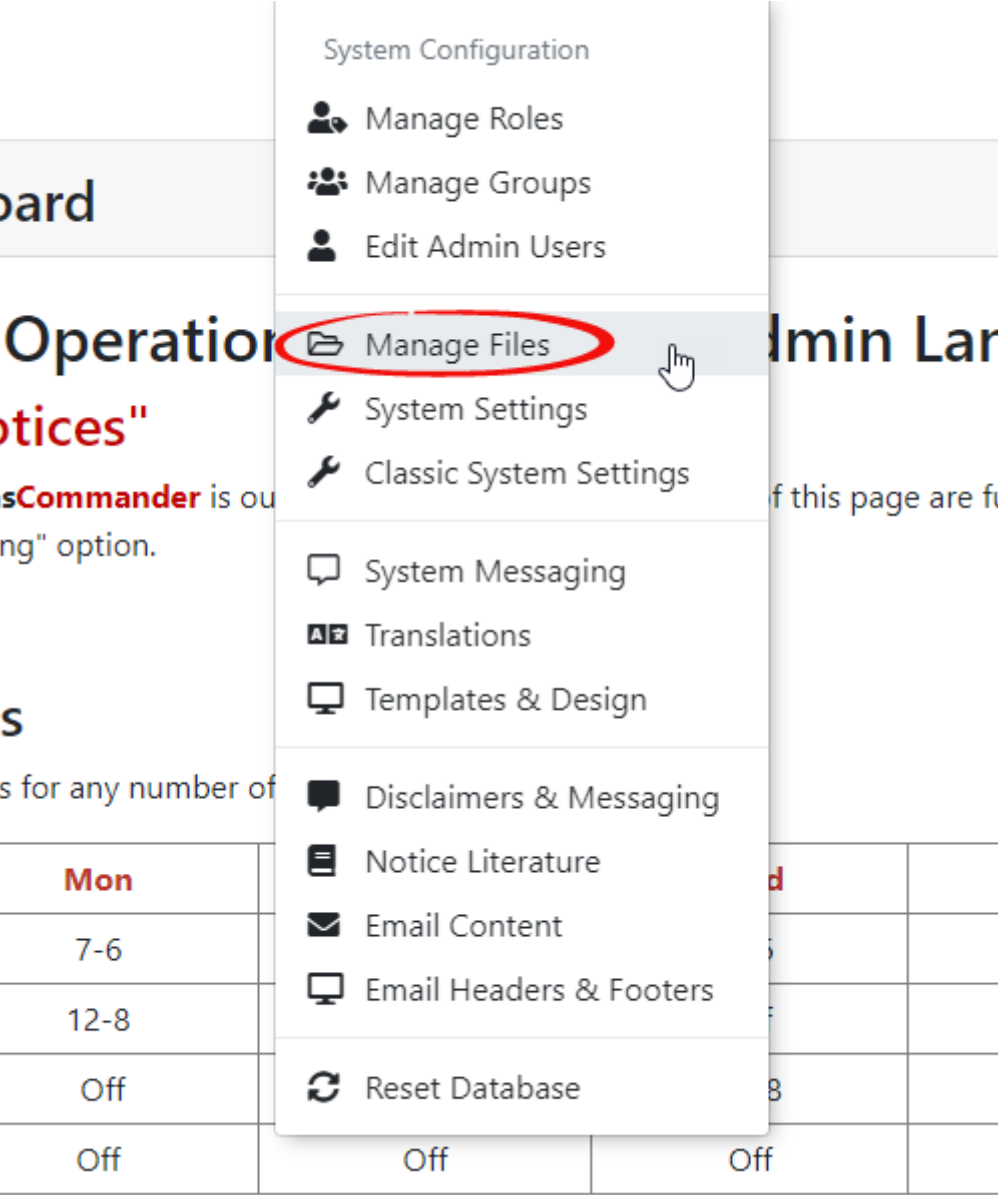


# Manage Files

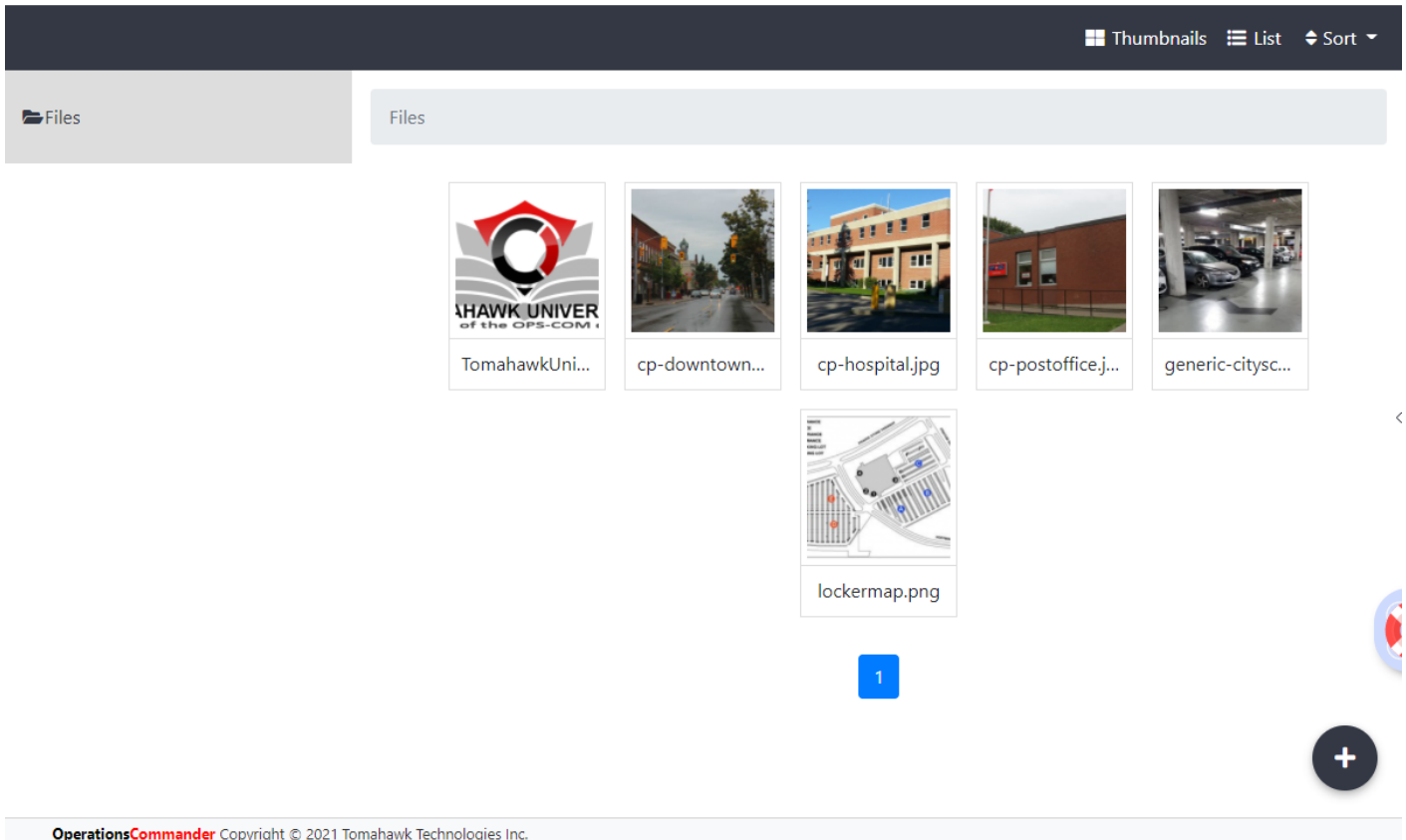
## Uploading Files

Your OPS-Com Admin site has a page to put files. To get to this page, go to **System Config** then click **Manage Files**.

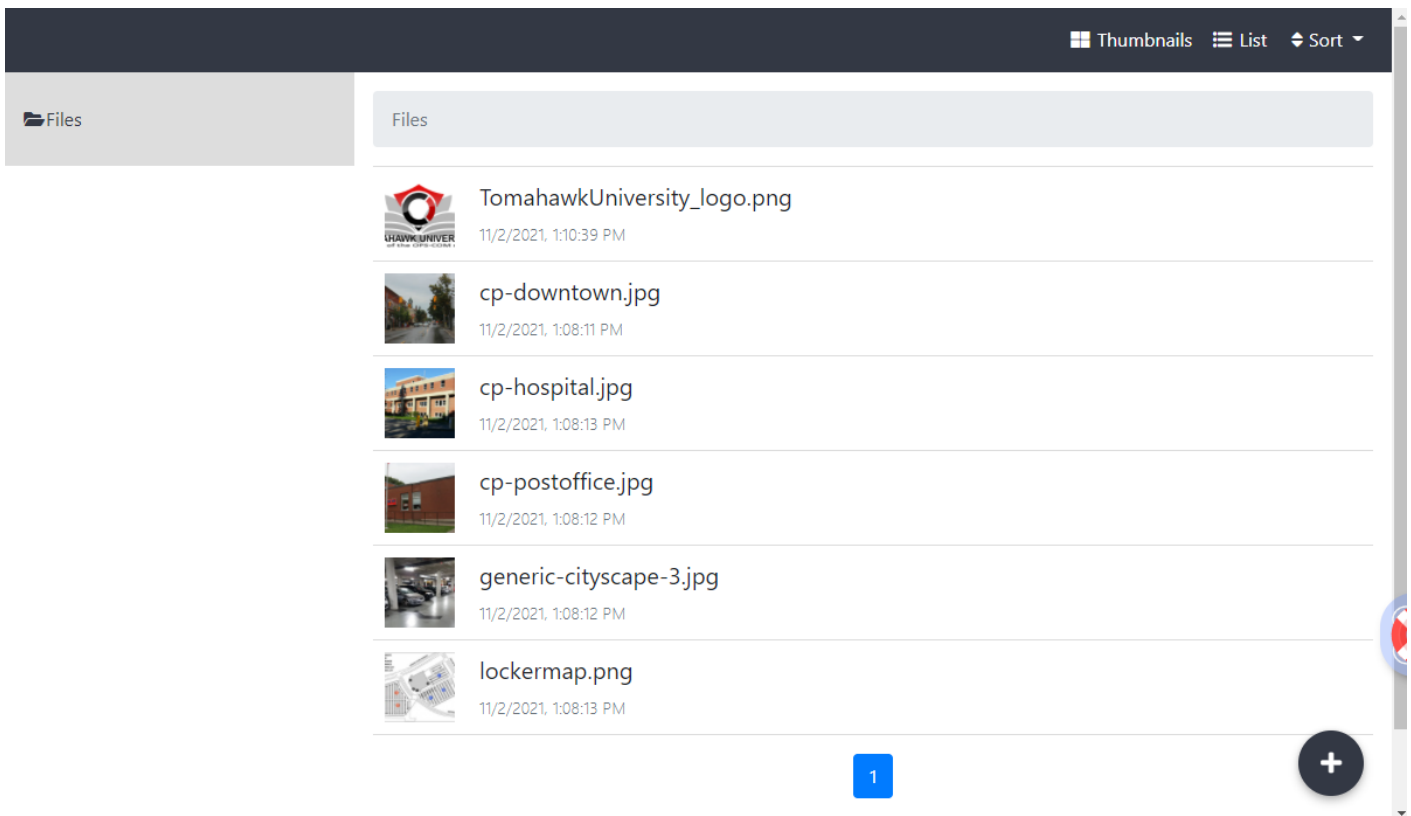


You should now see a page where you can see all files that have been used on your OPS-COM Site. This is used mainly for images that are on your OPS-COM User and Admin dashboards (banner, etc.)

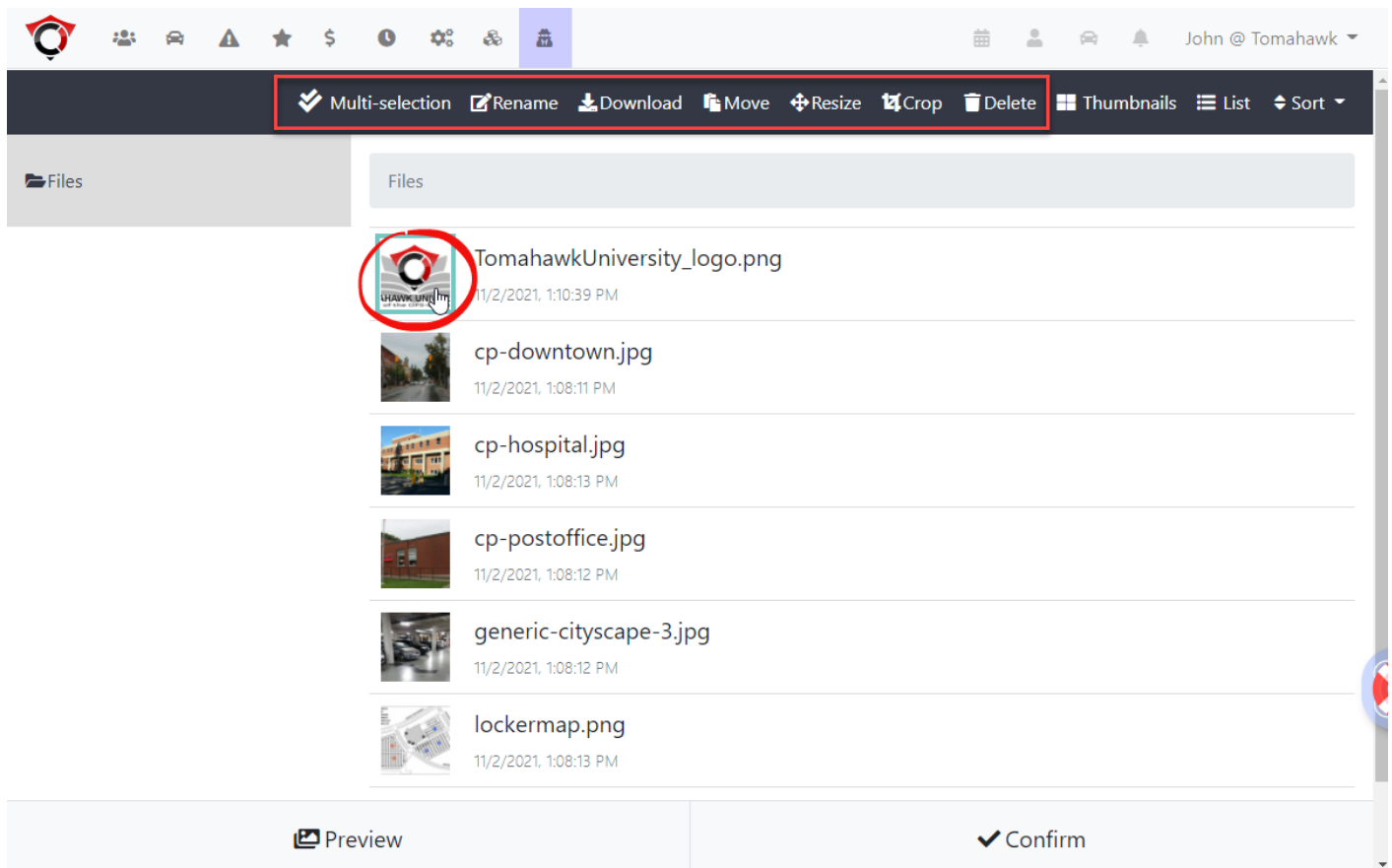
These files can be viewed in thumbnail mode...



...or in list mode:

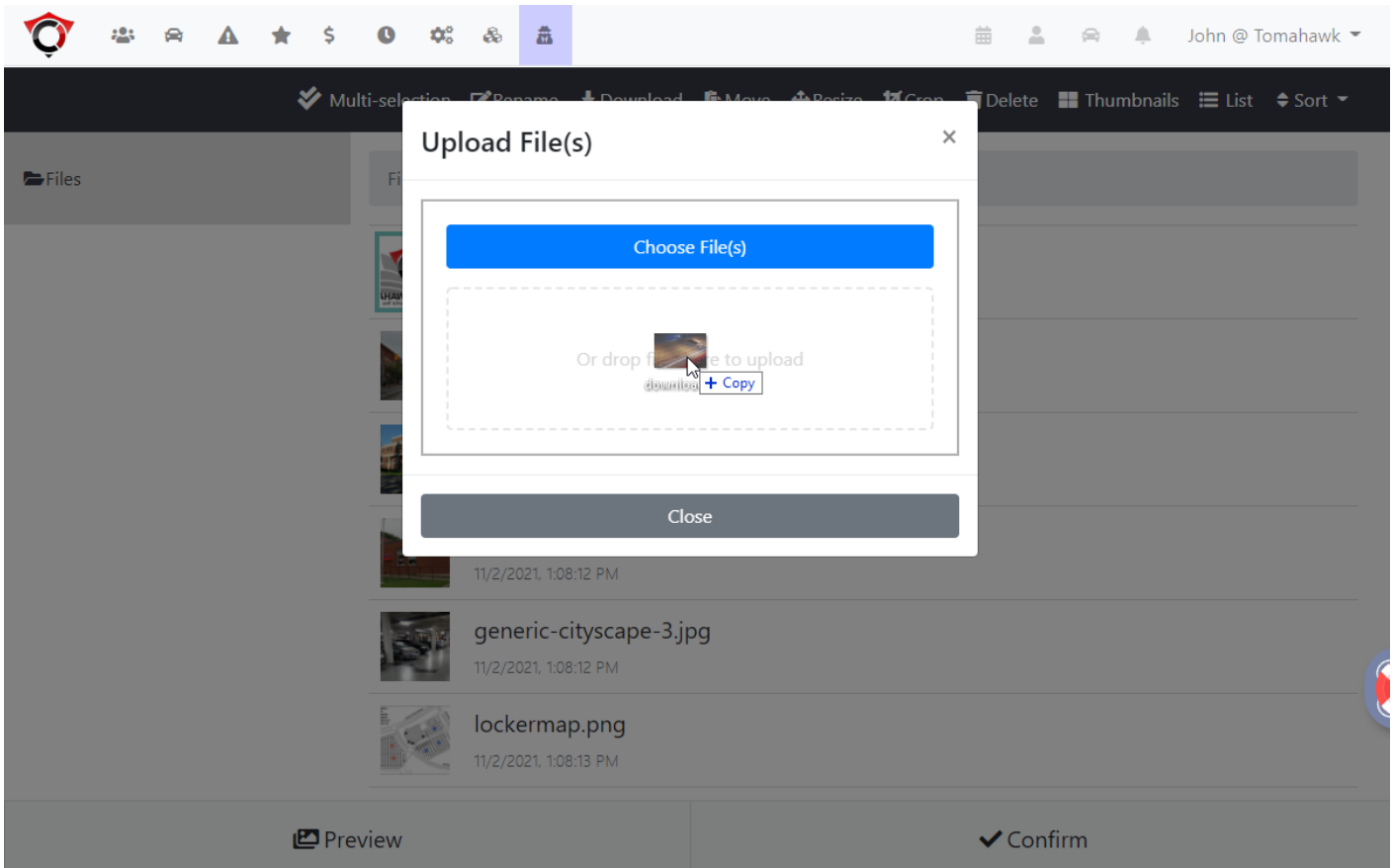


By clicking on an image you turn on the following menu where you can rename, download, move the file to a different folder, as well as resize, crop or delete the file.



## Adding Files to Pages

To add files to this repository you can simply drag the file into the screen area where an Upload File(s) interface will appear.



# Adding Images to a Page

To add an image on a page, you would insert the path to the image, as follows:

The root folder is `/uploads/FILES/`

Followed by your customer code

Followed by the file name

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

Here's a sample of the URL being used in a typical page header.

Header Template for Default

Back

Archive Template

Save Changes

```
1 <header style="height:320px; background: white url(/uploads/FILES/PA-DEMO/Tomahawku-arial.jpg) center center; background-s:
2 <div class="container" style="height:95%;position:relative">
3   <div class="row" style="bottom:0;right:0;position:absolute">
4     <div class="col my-3 text-center"
5       style="background-color:white;padding:10px;max-width:200px;border-radius:15px;border:1px solid darkgray">
6       <a href="/" target=" blank">
7         
9     </div>
10  </div>
11 </div>
12 </header>
13
14 [user_menu]
```

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