

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 shows a user profile for 'Mrs. Michael Rue Ashbury' with the email 'mash-bury@tomahawk.ca'. The 'Uploaded Files' section is highlighted with a red box and contains the following data:

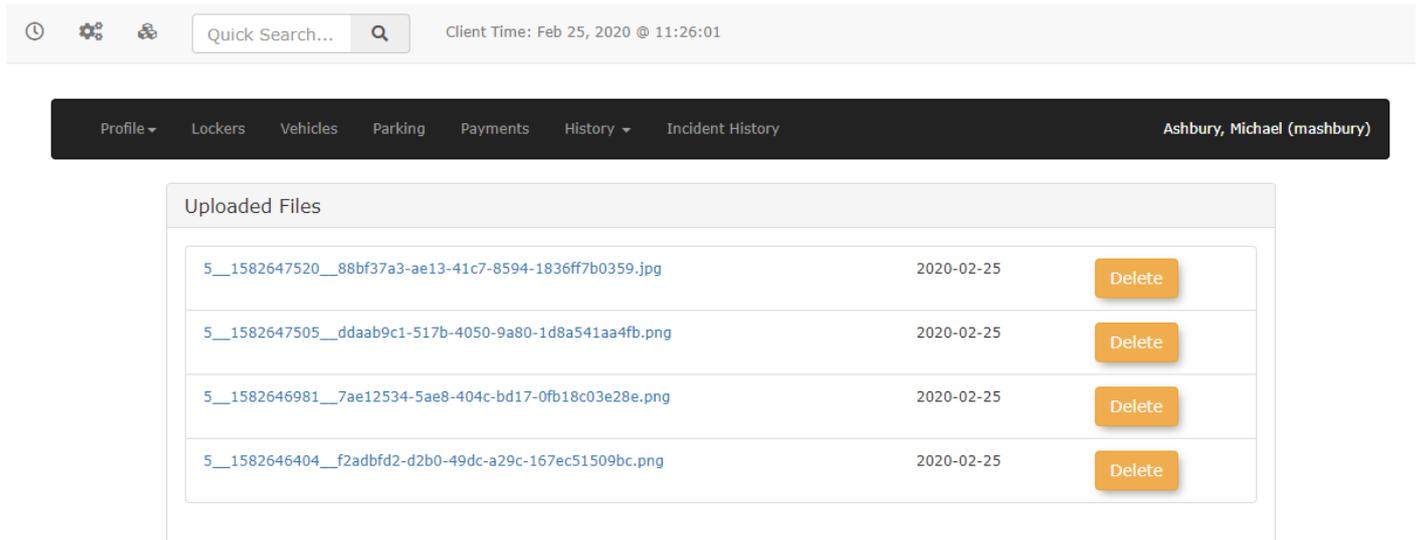
File ID	Upload Date
5__1582647520__88bf37a3-ae13-41c7-8594-1836ff7b0359....	2020-02-25
5__1582647505__ddaab9c1-517b-4050-9a80-1d8a541aa4fb...	2020-02-25
5__1582646981__7ae12534-5ae8-404c-bd17-0fb18c03e28e...	2020-02-25
5__1582646404__f2adbfd2-d2b0-49dc-a29c-167ec51509bc....	2020-02-25

Other sections include 'Violations' (Ticket TT-10018, Feb. 20, 2020, Value 50.00), 'Active Lockers' (4 lockers, each \$113.00), 'Active Permits' (4 permits, values ranging from \$28.25 to \$395.50), and 'User Notes' (May 18, 2018 @ 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.

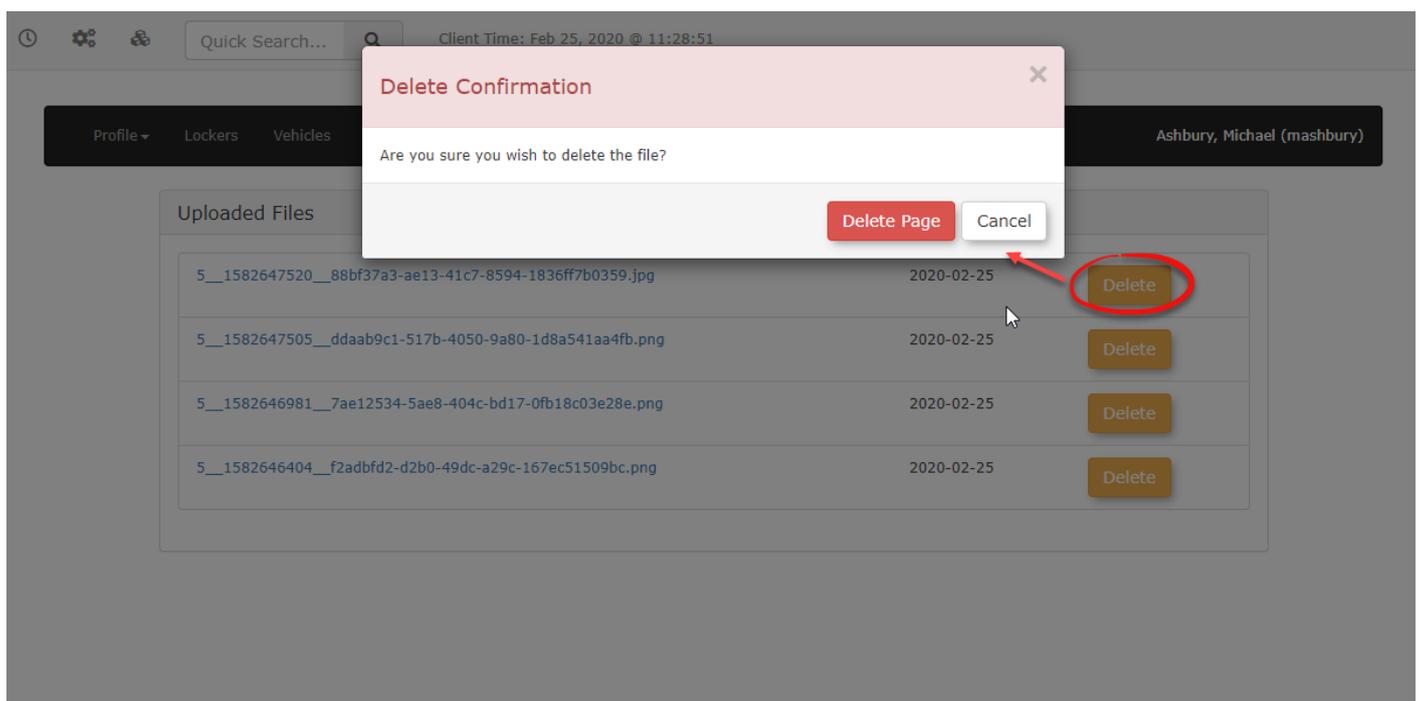


The screenshot shows a user dashboard for Michael Ashbury. At the top, there is a navigation bar with options: Profile, Lockers, Vehicles, Parking, Payments, History, and Incident History. A search bar and a client time indicator (Feb 25, 2020 @ 11:26:01) are also present. The main content area is titled 'Uploaded Files' and contains a table with four rows of file information. Each row includes a file name, a date (2020-02-25), and a 'Delete' button.

File Name	Date	Action
5__1582647520__88bf37a3-ae13-41c7-8594-1836ff7b0359.jpg	2020-02-25	Delete
5__1582647505__ddaab9c1-517b-4050-9a80-1d8a541aa4fb.png	2020-02-25	Delete
5__1582646981__7ae12534-5ae8-404c-bd17-0fb18c03e28e.png	2020-02-25	Delete
5__1582646404__f2adbfd2-d2b0-49dc-a29c-167ec51509bc.png	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.



This screenshot illustrates the confirmation step for deleting a file. A modal dialog box titled 'Delete Confirmation' is centered on the screen, asking 'Are you sure you wish to delete the file?'. The dialog has two buttons: 'Delete Page' (in red) and 'Cancel'. In the background, the 'Uploaded Files' table is visible, with the 'Delete' button for the first file circled in red. A red arrow points from the circled button to the 'Delete Page' button in the dialog.

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