

Retrieving Uploaded Files

This article provides instructions for OPSCOM administrators on how to manage files uploaded by users. It covers the process of locating, viewing, and deleting user-submitted files from within the administrative portal.

Using this Feature

File management is a standard feature which requires the appropriate administrator permissions:

- **View User Uploads:** Lets the administrator view the files that have been uploaded by a user.
- **Delete User Uploads:** Lets the administrator delete the files uploaded by users.

Additionally, it is important to understand the roles for uploading and managing files:

- **Admin Side:** Administrators can only view and delete files from the admin portal. They cannot upload files on behalf of a user from this interface.
- **User Side:** Only users can upload files to their own profiles.

Client Time: Feb 25, 2020 @ 11:21:59

Quick Search...

Name: MRS. PICHNER AVE ASHBOURY

Email Address: mash-bury@tomahawk.ca

Auto Login Address: [Login as user](#)

Active Address

Address: 5612 Belleline Rd
City: Ottawa
Province: Ontario
Postal Code: K2G5B1

Faculty Information

Employee ID: 00800147
Department Name: Security

Uploaded Files [Manage](#)

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__f2adbf2d-d2b0-49dc-a29c-167ec51509bc...	2020-02-25

Violations

Ticket	Issued	Value	Notes
TT-10018	Feb. 20, 2020	50.00	

Active Lockers

Locker	Active Window	Building / Area	Amount
4	Y : Test Annual	Arena: Men's Locker Room	\$113.00
22	Y : Test Annual	Arena: Men's Locker Room	\$113.00
11	Y : Test Annual	Arena: Men's Locker Room	\$113.00
5	Y : Test Annual	Arena: Men's Locker Room	\$113.00

Active Permits

Permit	Active Window	Lot Name	Amount
0005	Y : Test Annual	Red Staff Lot West	\$395.50
0002	Y : Test Annual	Red Staff Lot West	\$395.50
50	Y : Test Annual	After 4PM	\$169.50
B201	M : Test Sales Window	Blue Lizard Lot 2	\$28.25

User Notes

Tomahawk [05/18 Tester Notes - No Subscription, Monthly 1805 Sub allocation,](#)
 Permit #500 was managed by Cash May 18, 2018 @ 1:40 pm

All file management tasks for a specific user begin from their profile page in the admin portal.

Viewing Uploaded Files

1. Navigate to the target user's profile.
2. Scroll down to the Uploaded Files section on the user's dashboard.
 - This section displays a preview of the five most recently uploaded files.
 - To view a specific file, click on the hyperlinked file name.
 - To view all uploaded files for the user, click the Manage button. This will take you to the user's main Uploaded Files page.

Deleting an Uploaded File

1. From the user's profile, click the View All button in the Uploaded Files section to access the full list of files.
 2. On the Uploaded Files page, locate the file you wish to remove.
 3. Click the Delete button associated with that file.
-

Best Practices & Considerations

- **Uploading Files for a User:** Administrators cannot directly upload files to a user's profile. To upload a file on behalf of a user, you must use the Login as User feature and follow the user-side workflow. Instructions can be found in the [Uploading Files from the User-side](#) article.
- **Viewing/Deleting User Files:** To view or delete user-uploaded files, ensure you have the appropriate permissions to perform these actions.

File Deletion is Permanent: Once a file is deleted, it **cannot** be recovered. Always verify you are deleting the correct file before confirming the action.