Files (Audio)

Overview

The **Audio** section allows administrators to upload, view, edit, and manage audio files within the application. Uploaded audio files can be used wherever audio content is supported.

Administrators can publish, unpublish, edit, or delete audio files as required.

Audio Library

Navigate to **Files → Audio** to access the Audio library.

All uploaded audio files are displayed in a list, making it easy to identify and manage them.

Add Audio

To upload a new audio file:

1. Navigate to **Files → Add Files**.
2. Drag and drop the audio file into the upload area or click **Drop files or click here**.
3. Select the required audio file.
4. Click **Submit** to upload the file.

If no file is selected, the system displays:

> **Please add a file first.**

Edit Audio

To modify an uploaded audio file:

1. Navigate to **Files → Audio**.
2. Open the required audio file.
3. Update the **Title**, if required.
4. Change the **Status**.
5. Click **Update** to save the changes.

Audio Details

The **Edit Audio** page contains the following fields:

Field	Description
Title	Displays or updates the audio file name.
Status	Controls the visibility of the audio file within the application.

Audio Status

The visibility of an audio file is controlled using the **Status** option.

Status	Description
Published	Makes the audio file available for use within the application.
Unpublished	Hides the audio file while keeping it stored in the media library.

Delete Audio

Administrators can permanently remove audio files that are no longer required.

To delete an audio file:

1. Open the required audio.
2. Click **Delete**.
3. Confirm the deletion.

> **Warning:**
> Deleting an audio file permanently removes it from the application and it cannot be recovered.

Manage Audio Files

Administrators can:

- Upload audio files.
- View uploaded audio files.
- Edit audio details.
- Publish or Unpublish audio files.
- Delete audio files.

Best Practices

- Use meaningful audio file names for easy identification.
- Publish audio files only after verifying the content.
- Use **Unpublished** instead of deleting files that may be required later.
- Remove unused audio files to keep the media library organized.

> **Important:**
> Any changes made to an audio file, including updating its **Title** or changing its **Status**, will **not be saved until you click the** `Update` **button**.

Revision #2
Created 2026-07-13 04:24:48 UTC by Akshit Jain
Updated 2026-07-15 05:30:15 UTC by Akshit Jain