Files (Document)

Overview

The **Document** section allows administrators to upload, view, edit, and manage document files within the application. Document files can be used for manuals, user guides, brochures, reports, technical documents, and other supported file types.

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

Document Library

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

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

Add Document

To upload a new document:

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

If no document is selected, the system displays:

> **Please add a file first.**

Edit Document

To modify an uploaded document:

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

Document Details

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

Field	Description
Title	Displays or updates the name of the document.
Status	Controls whether the document is available within the application.

Document Status

The visibility of a document is managed using the **Status** option.

Status	Description
Published	Makes the document available for use throughout the application.
Unpublished	Hides the document while keeping it stored in the Document library.

Delete Document

Administrators can permanently remove documents that are no longer required.

To delete a document:

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

> **Warning:**
> Deleting a document permanently removes it from the application and cannot be recovered.

Manage Documents

Administrators can:

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

Best Practices

- Upload only supported document formats.
- Use meaningful document titles for easy identification.
- Publish documents only after verifying their content.
- Use **Unpublished** instead of deleting documents that may be required in the future.
- Remove outdated or unused documents to keep the document library organized.

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

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