Files (Files)

Overview

The **Files List** section provides a centralized view of all uploaded files available in the application. It allows administrators to search, monitor, and manage uploaded media and documents from a single location.

The list displays important information about each uploaded file, including its type, size, dimensions, usage, publish status, and last modification date.

Files List

Navigate to **Modules → Files** to view all uploaded files.

The page includes the following features:

- View all uploaded files.
- Search files by title.
- Display a specific number of records per page.
- Monitor file usage across the application.
- Manage published and unpublished files.

Files Information

Each uploaded file displays the following details:

Column	Description
#	Serial number of the record.
ID	Unique system-generated identifier for the file.
Title	Name of the uploaded file.
Type	Displays the file type (Image, Video, 3D, Document, PDF, etc.).

Column	Description
Extension (Ext)	File extension such as **jpeg**, **png**, **mp4**, **pdf**, etc.
Size (MB)	Displays the file size in megabytes.
Pixel	Displays the image resolution (for image files only).
Packages	Indicates the number of packages where the file is currently being used.
Media Files	Displays how many media records are associated with the uploaded file.
Published	Indicates whether the file is currently published and available in the application.
Modified	Displays the date and time when the file was last updated.

Search Files

The **Search** option allows administrators to quickly locate uploaded files by entering the file name or relevant keywords.

Entries

Use the **Show Entries** option to control how many records are displayed on a single page (e.g., 10, 25, 50, or 100 entries).

File Management

Administrators can manage uploaded files directly from the **Files List**.

Depending on the file type and system configuration, available actions may include:

- View file details
- Edit file information
- Publish / Unpublish files
- Delete files
- Monitor package usage
- View associated media files

Best Practices

- Use descriptive file names for easy identification.
- Regularly review unused files to keep the file library organized.
- Verify file size and dimensions before publishing.
- Publish files only after confirming they are ready for use.
- Use the **Search** feature to quickly locate uploaded files in large collections.

> **Important:**
> The **Files List** provides a complete overview of all uploaded files. Any changes made to a file, such as editing details or changing its publish status, should be saved using the available action before they are reflected throughout the application.

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