Files (Image)

Overview

The **Images** section serves as a centralized media library where administrators can view, manage, edit, and organize all uploaded image files. Images uploaded here can be reused across multiple modules within the application, including Products, Categories, Banners, Resources, Forms, and other supported sections.

Administrators can browse uploaded images, modify image details, control their visibility, or permanently remove images when they are no longer required.

Image Library

Navigate to **Modules → Images** to access the image library.

All uploaded images are displayed as thumbnail cards, making it easy to identify files visually.

Each image card displays:

- Image Preview
- File Name
- File Extension
- File Type

Example:

File Name	Extension	Type
image 1.jpeg	JPEG	Image
image 2 .jpeg	JPEG	Image

Browse Images

The Images page provides a quick overview of all uploaded image files.

Administrators can:

- Browse image thumbnails.
- Identify images using their file names.
- View image type and extension.
- Open any image for editing.
- Manage images from a single location.

Edit an Image

To modify an existing image:

1. Navigate to **Files → Images**.
2. Select the desired image.
3. Update the required information.
4. Click **Submit** to save the changes.

Image Details

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

Field	Description
Title	Displays or updates the name of the uploaded image.
Status	Controls whether the image is available for use within the application.

Image Status

Administrators can control the visibility of an image using the **Status** option.

Status	Description
Published	Makes the image available throughout the application. Published images can be selected in supported modules such as Products, Categories, Banners, Resources, Forms, and other content sections.

Status	Description
Unpublished	Hides the image from the application while keeping it stored in the media library. The image can be published again whenever required.

Delete an Image

If an image is no longer required, it can be permanently removed.

To delete an image:

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

> **Warning:**
> Deleting an image permanently removes it from the media library. If the image is already being used within Products, Categories, Banners, Resources, or any other module, it may no longer be displayed in those sections.

Image Usage

Uploaded images can be used across various modules of the application, including:

- Products
- Categories
- Banners
- Resources
- Forms
- Pages
- Galleries
- Other supported modules

Publishing an image makes it available for selection wherever image resources are supported.

How to Manage Images

1. Navigate to **Files → Images**.
2. Browse the available image library.
3. Select an image to open the **Edit Image** page.
4. Update the **Title**, if required.
5. Change the **Status** to **Published** or **Unpublished**.
6. Click **Submit** to save the changes.
7. Use **Delete** if the image is no longer required.

Best Practices

- Use descriptive image titles for easier identification.
- Upload high-quality images for the best display experience.
- Publish images only after verifying they are ready for use.
- Use the **Unpublished** option instead of deleting images that may be required later.
- Delete images only after confirming they are not being used in other modules.
- Organize uploaded images to keep the media library clean and easy to manage.

> **Important:**
> Any changes made to an image, including updating its **Title** or changing its **Status**, will **not be saved until you click the `Submit` button**. Images can also be permanently removed using the **Delete** option when they are no longer needed.

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