

Managing File Resources

Accessing the File Manager

The **Scheer PAS File Manager** enables users of the platform to manage their global resources in one place. This chapter explains how to use the file manager to upload and maintain your resource files. Only users with profile **file_manager_user** are able to use the application.



Note on File Manager Users

- Users with file manager permission have access to all uploaded files.
- The uploaded files are available in all platform applications where an interface for the file manager has been implemented.

Related Pages:

- [Working With the File Manager](#)
- [Managing Files](#)

File Manager

Manage Your Files



Manage all necessary resources in one place.



You can access the file manager via the corresponding tile in the **Scheer PAS Portal**.

VScheer iPAS File Manager

☐	Name	Directory	Type	Created by	Created/Updated	File Size	Quick Actions
☐	general_form Styling.css	css	text/css	jane.mapple	09.01.2024, 10:24:55	6.39 KB	
☐	scheer_wcm_wcm.css	css	text/css	jerry.cotton	18.01.2024, 10:29:40	6.39 KB	
☐	scheer_forms_design.css	css	text/css	menadith.vrutchell	18.01.2024, 10:29:40	6.39 KB	
☐	BreakingCharges_LB_3.0.0.tmp	other	application/octet-stream	jane.mapple	17.01.2024, 04:07:00	37.32 KB	
☐	scheer_wcm.css	css	text/css	david.stinger	18.01.2024, 10:27:50	6.39 KB	
☐	wcm_code.js	js	application/javascript	jane.mapple	17.01.2024, 04:07:00	0 Bytes	
☐	wcm_customer_information.html	emailtemplates	text/html	david.stinger	18.01.2024, 10:28:10	487.43 KB	
☐	wcm_single.mpg	other	audio/mpeg	jerry.cotton	18.01.2024, 10:29:20	716.45 KB	
☐	wcm_report_template.docx	report templates	application/vnd.openxmlformats-officedocument.wordprocessingml.document	menadith.vrutchell	17.01.2024, 04:07:00	20.54 KB	
☐	wcm_logo.png	other	image/png	menadith.vrutchell	17.01.2024, 04:07:00	58.47 KB	

Items: 10 1 / 10 / 11

If you click on the file manager tile, the application will open within the portal.

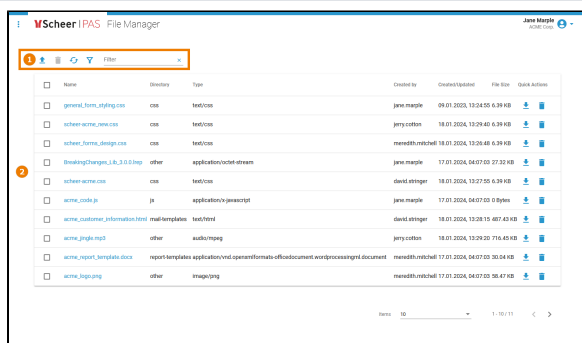


File Managers File Storage File Storage

uploaded in your application sensor via the file manager are saved in the file store. The file manager is the user in

Overview on the File Manager Page

The file manager page consists of two sections:



1. **Navigation Bar:**
Use the options in the navigation bar to

- upload new file.
- delete selected files.

3. refresh the files' list.

4. open the extended filter options.

- filter the files' list.

2. **File List:**
All available files are displayed in the sortable table.



Go to page [Working With the File Manager](#) for detailed explanation of the navigation bar and file's list options.