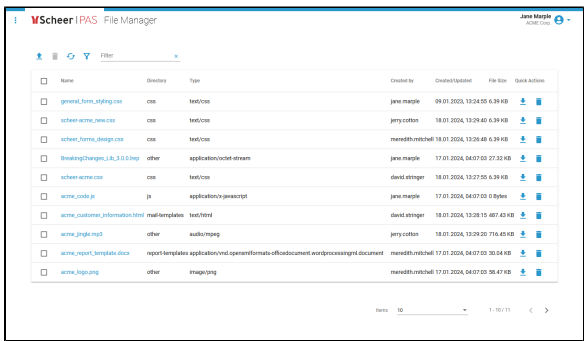


# Working With the File Manager

## Using the Files' List



### On this Page:

- All available data files are displayed in the file manager.
- [Using the Files' List](#)
    - [Managing Files](#)
      - [Quick Actions](#)
    - [Filtering the Files' List](#)

### Related Pages:

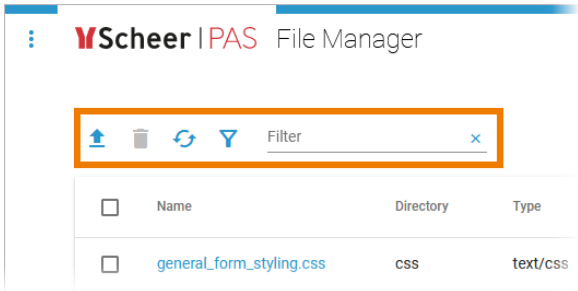
- [Managing File Resources](#)
  - [Managing Files](#)

<input type="checkbox"/>	Name	Directory	Type
<input type="checkbox"/>	<a href="#">general_form_styling.css</a>	css	text/css
<input type="checkbox"/>	<a href="#">scheer-acme_new.css</a>	css	text/css
<input type="checkbox"/>	<a href="#">scheer_forms_design.css</a>	css	text/css

The list is sortable. Click a column name to sort the table by the column contents.

Icon	Sorting
↑	Click once to enable ascending sorting.
↓	Click again to enable descending sorting.

Click a third time to disable the sorting.










In the navigation bar of the files' list you can find several options and a filter field:

Icon	Description
↑	An upload icon to upload new files.
🗑️	A delete icon to delete selected file
🔄	A reload icon to refresh the files' list.
🔍	A filter icon to select different filter types. See <a href="#">Filtering the Files' List</a> for details.
Filter	A filter field to enter your search criteria. See <a href="#">Filtering the Files' List</a> for details.

## Managing Files

The files' list shows all available data files:


<input type="checkbox"/>	Name	Directory	Type	Created by	Created/Updated	File Size	Quick Actions
<input type="checkbox"/>	<a href="#">general_form_styling.css</a>	css	text/css	jane.marple	06.01.2023, 13:24:55	6.39 KB	 
<input type="checkbox"/>	<a href="#">sheet_form_design.css</a>	css	text/css	meredith.mitchell	18.01.2024, 12:26:48	6.39 KB	 
<input type="checkbox"/>	<a href="#">BreakingChangesLib_3.0.0.tgz</a>	other	application/octet-stream	jane.marple	17.01.2024, 04:07:03	27.32 KB	 
<input type="checkbox"/>	<a href="#">acme_code.js</a>	js	application/javascript	jane.marple	17.01.2024, 04:07:03	0 Bytes	 
<input type="checkbox"/>	<a href="#">acme_customer_information.html</a>	mail-templates	text/html	david.stinger	18.01.2024, 13:28:15	487.43 KB	 
<input type="checkbox"/>	<a href="#">acme_jingle.mp3</a>	other	audio/mpeg	jerry.cotton	18.01.2024, 13:29:20	716.45 KB	 
<input type="checkbox"/>	<a href="#">acme_logo.png</a>	other	image/png	meredith.mitchell	17.01.2024, 04:07:03	58.47 KB	 

The list contains the following information:





Column Name	Description	Possible Values (Valid Types)
Name	Name of the file. The name is displayed as link: Click the name to copy the URL of the file to the clipboard.	Any data file.
Directory	Storage location of the file.	<ul style="list-style-type: none"><li>css (.css, .scss)</li><li>js (.js, .ts)</li><li>mail-templates (.html, .txt)</li><li>npm (.tar.gz)</li><li>other (*)</li><li>report-templates (.docx, .xlsx)</li></ul>
Type	Displays the MIME type of the file.	<ul style="list-style-type: none"><li>application/...</li><li>image/...</li><li>text/...</li></ul>
Created by	Displays the login name of the user who uploaded the file.	Any login name.
Created /Updated	Shows the date and time of the last upload of the file.	Datetime in format <i>dd.mm.yyyy, hh:mm:ss</i>
File Size	Specifies the size of the uploaded file.	File size in kilobyte.

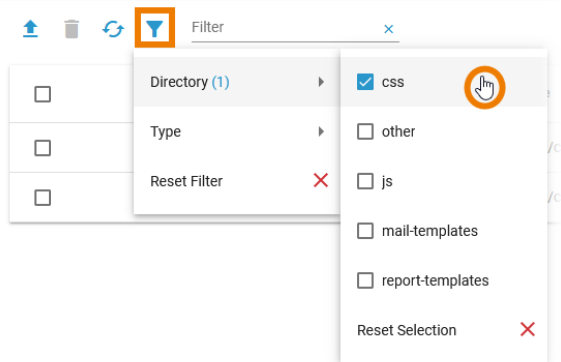
Quick Actions

The quick action icons grant direct access to the applicable actions for each file.

Icon	Description
	Downloads the file.
	Deletes the file.

Filtering the Files' List

<div><div>   </div><div><div>Filter</div><div>code</div><div>x</div></div></div> <div><div><input type="checkbox"/></div><div>Name</div><div>Directory</div><div>Type</div></div> <div><div><input type="checkbox"/></div><div><a href="#">acme_code.js</a></div><div>js</div><div>application/x-javascript</div></div>	<p>Use the filter field to search for a specific file.</p> <p>The content of the filter field is applied to the files' names.</p>
	<p>Click the filter icon to display the extended filter options:</p>



- **Directory**
- **Type**
- **Reset Filter**

The content of the filter options depends on the available files in the file storage.

Directory	Available directories are: <ul style="list-style-type: none"><li>• css</li><li>• js</li><li>• mail-templates</li><li>• n</li><li>• other</li><li>• report-templates</li></ul>
Type	Most frequent types are: <ul style="list-style-type: none"><li>• application/x-gzip</li><li>• application/pdf</li></ul>

- application /v n d. o p e n x m l..
- ( Word file)
- audio. m pg
- text xt /c ss
- text xt /h t ml
- text xt /j a v a s c r i p t
- text xt /p l a i n
- i m a g e /j p e g
- i m a g e /p n g



Filter

Directory (1)





Type



Reset Filter



The filter icon indicates whether an extended filter is set  or not .

In the main filter window, you can reset all applied filters.

Click  to reset the filter.