

Documents: Uploading files from the admin side

Documents can be added to folders from the [front end](#) or [admin side](#) of the Documents application by users with the appropriate permissions to these areas. This guide will detail the steps to follow when uploading from the admin side.

The default file size upload limit in Claromentis is 80MB.

Any file larger than this will fail to upload and cannot be uploaded unless the limit is raised or the file is made smaller.

Our technical support team can raise the limits either temporarily to allow large exports/imports to run, or more permanently if your site requires larger file uploads frequently.

If you are ever unsure if your file is too large or if you need further assistance with uploads in general, please [raise a support ticket](#) so we can investigate.

Uploading files from the admin side

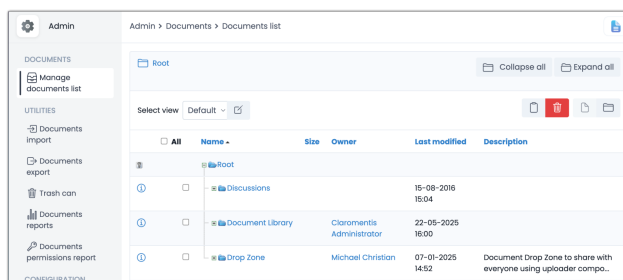
Only [application administrators](#) can access the admin side of the documents application via Applications > Admin > Documents.

From the [admin side](#), administrators can utilise management features, including being able to view and access every file and folder in the directory via Applications > Admin > Documents> Manage Documents List.

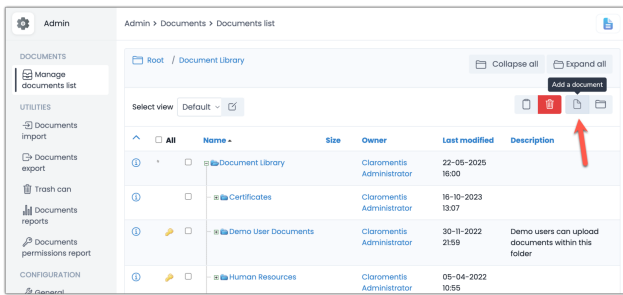
Please note: When uploading files on the admin side, certain features are not available; we recommend uploading files from the [front end](#) where possible.

Steps to upload

1. Go to Applications > Admin > Documents> Manage Documents List



2. Navigate into the folder that you wish to add a file to, and click the 'Add Document' button:

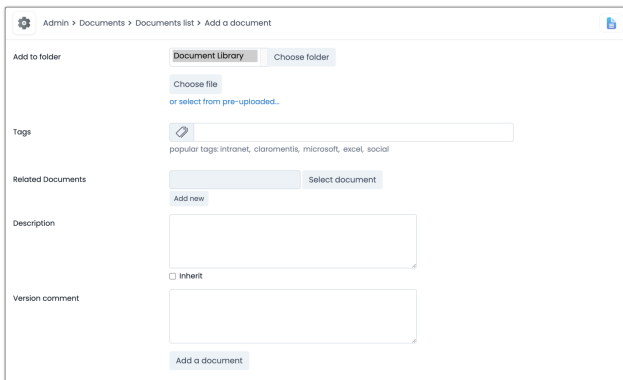


3. Select the file(s) for upload

Unlike when uploading from the front end, multiple files cannot be selected for upload from the admin side, and any ZIP files uploaded are not extractable.

The next screen will offer various fields to fill out about the document, but none apart from the file to upload are mandatory.

Click "Choose file" to select a document from your local drive, or you can select a pre-existing file that has been uploaded to your site but not used anywhere yet.



4. Consider using the other optional fields with the upload

- **Tags:** Add tags to group documents to act as a filter and make them searchable by keywords.
- **Related documents:** (Custom added metadata - so needs to be manually created by an administrator in your system) Can link to other documents in the system. They will appear on the right-hand side when viewing any linked document for easy navigation.
- **Description:** Add a short explanation of what the document contains or is to be used for. This will appear in the 'Overview' tab of the document preview on the front end.
- **Version Comment:** If this were the 4th version of a document, a comment here can let others know what has changed within the file compared to previous versions.

Please note: Permissions cannot be viewed or changed at the point of file upload from the admin side; the upload will be set to inherit the permissions from the parent. Once uploaded, the administrator can edit the permissions on the file as required.

5. Click 'Add a document' to upload the file to the folder location you were in.

By default, the document will be set to inherit the permissions from the parent folder, giving access to the same users/roles/groups entered into it.

The file will appear listed in the folder location, and a green message will appear on screen confirming the upload:

