

Documents Admin: Manage Documents List

An [application administrator](#) of Documents can access **Applications > Admin > Documents > Manage Documents** to follow this guide.

From this area, an overview of the whole directory is given so application administrators of Documents can see every folder and file from the admin side without requiring front-end permissions.

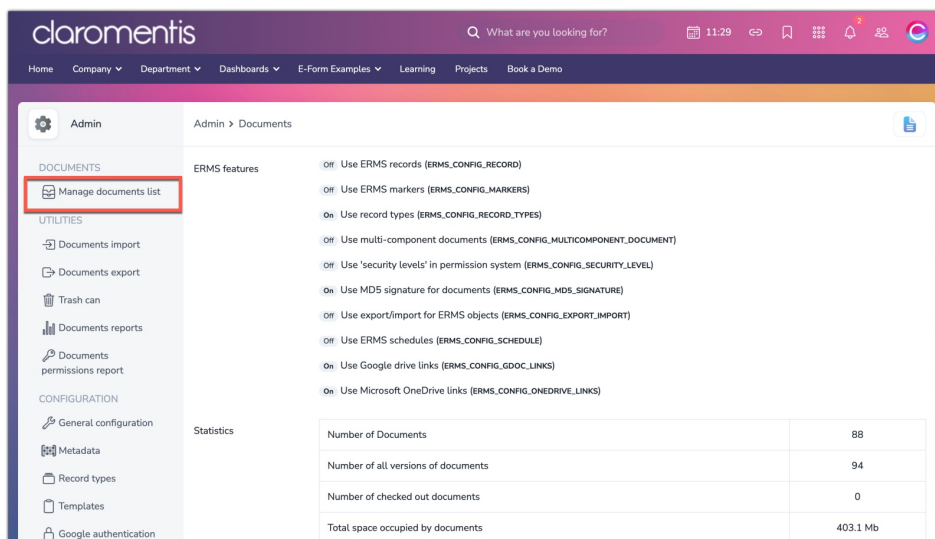
For this reason, administrators of Documents should be carefully chosen by your team, as those responsible will have access to all uploaded files with full control to view, modify or delete them.

This guide will cover what actions an administrator of Documents can carry out from the 'Manage Documents List' area.

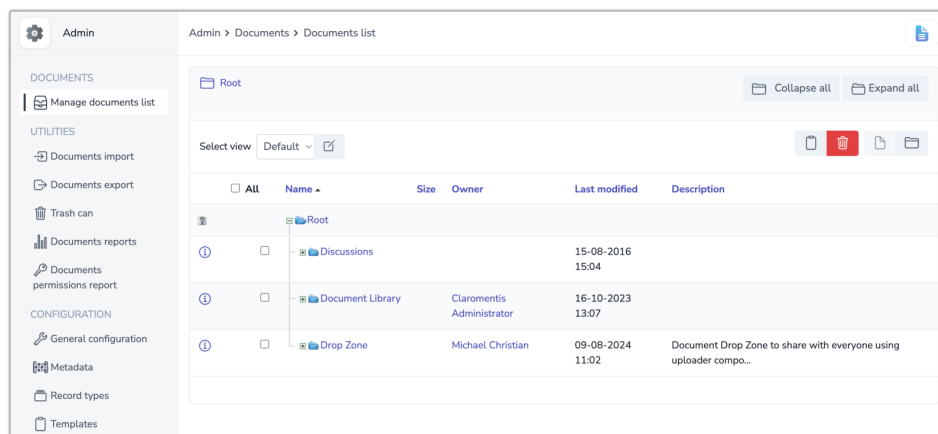
A general overview of the Admin > Documents landing page is given [here](#)

Viewing the Directory

The Applications > Admin > Documents > Manage Documents list pathway:



The overarching directory is revealed:



Here an administrator of Documents can manage all files and folders, performing duties required to maintain the directory.

They do not require front-end permissions to content, instead, they can access everything from the admin side.

Clicking on folder titles will open their level in the structure.

Clicking on files will open their properties.

The directory appears as a tree diagram with the ability to expand or collapse its sections to allow for changes.

Admin

DOCUMENTS

Manage documents list

UTILITIES

Documents import
Documents export
Trash can
Documents reports
Documents permissions report

CONFIGURATION

General configuration
Metadata
Record types
Templates
Google authentication

Admin > Documents > Documents list

Root

Collapse all
Expand all

Select view

Default

	All	Name	Size	Owner	Last modified	Description
		Root				
		Discussions			15-08-2016 15:04	
		Sample Document 1.pdf	17.87 Kb		15-08-2016 15:04	
		Document Library		Claromentis Administrator	16-10-2023 13:07	
		Certificates		Claromentis Administrator	16-10-2023 13:07	
		Demo User Documents		Claromentis Administrator	12-07-2024 12:09	Demo users can upload documents within this folder
		Human Resources		Claromentis Administrator	05-04-2022 10:55	
		Marketing		Claromentis Administrator	17-07-2017 10:28	
		Projects		Michael Hassman	05-06-2017 12:36	
		Sales		Claromentis Administrator	14-08-2017 09:40	
		Templates		Claromentis Administrator	27-10-2017 14:39	
		User Guides		Claromentis Administrator	30-04-2015 13:37	
		Videos		Claromentis Administrator	05-05-2015 17:52	
		Using an Agile Approach in a Large, T...	39.37 Kb	Claromentis Administrator	19-09-2017 21:29	
		Drop Zone		Michael Christian	09-08-2024 11:02	Document Drop Zone to share with everyone using uploader compo...

Making changes

Most actions that can be performed on the front end can be carried out on the admin side.

e.g. New folders can be created:

Admin

DOCUMENTS

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CONFIGURATION

General configuration

Admin > Documents > Documents list

Root

Collapse all
Expand all

Select view

Default

	All	Name	Size	Owner	Last modified	Description
		Root				
		Discussions			15-08-2016 15:04	
		Sample Document 1.pdf	17.87 Kb		15-08-2016 15:04	
		Document Library		Claromentis	16-10-2023	

Files can be uploaded:

Admin

DOCUMENTS

Manage documents list

UTILITIES

Documents import
Documents export
Trash can
Documents reports
Documents permissions report

CONFIGURATION

General configuration

Admin > Documents > Documents list

Root / Discussions

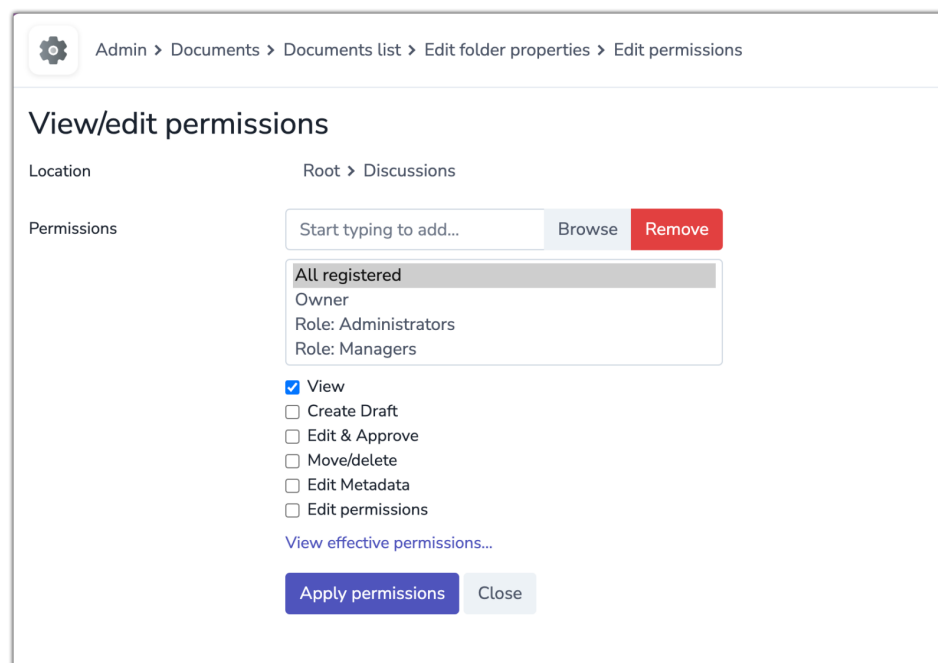
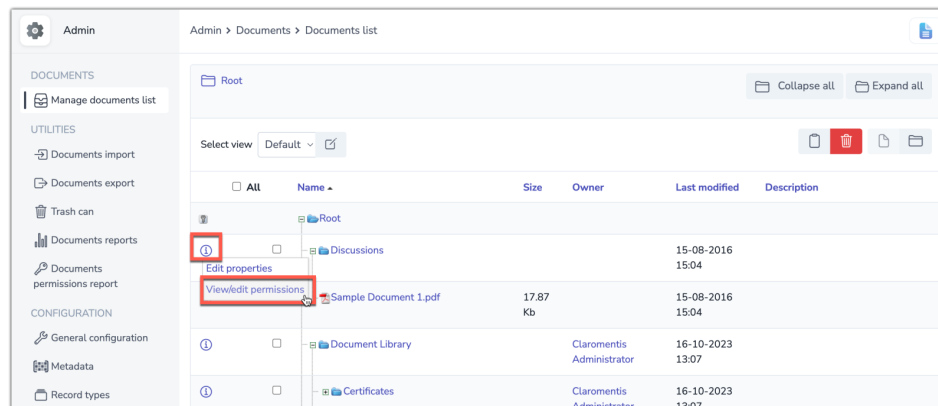
Collapse all
Expand all

Select view

Default

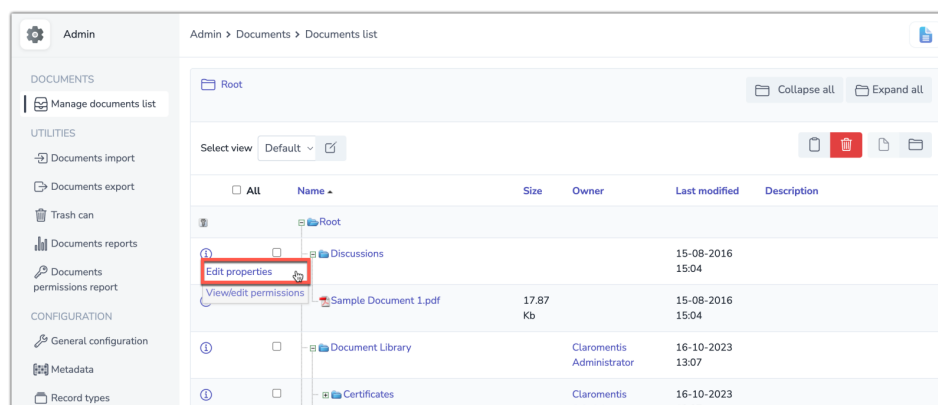
	All	Name	Size	Owner	Last modified	Description
		Discussions			15-08-2016 15:04	
		Sample Document 1.pdf	17.87 Kb		15-08-2016 15:04	

Permission changes made to folders or files using the 'i' icon:



Check out our '[Assigning permissions from the admin side](#)' guide for more information.

Properties of files and folders can be edited:



Admin > Documents > Documents list > Edit folder properties

Edit folder properties

Parent folder

Root

Name

Discussions

Workflow

-- None --

Document is searchable

On

Display documents in "What's New" list

On

Owner

Claromentis Administrator

Browse

Description

Update Folder Properties

Edit Permissions

Delete

Close folder

Items can be moved within the directory using the clipboard function on the admin side, which is covered in more detail [here](#).

Admin

Admin > Documents > Documents list

DOCUMENTS

Manage documents list

UTILITIES

Documents import

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Trash can

Documents reports

Documents permissions report

CONFIGURATION

Root / Document Library / Human Resources

Collapse all

Expand all

Add to clipboard

Select view

Default

All

		Name	Size	Owner	Last modified	Description
		Human Resources		Claromentis Administrator	05-04-2022 10:55	
		HR		Claromentis Administrator	13-09-2016 10:18	
		Policies and Procedures		Claromentis Administrator	06-05-2015 16:43	
		Health and Safety.pdf	89.02 Kb	Claromentis Administrator	05-04-2022 10:55	

Administrators can delete files too and add them to the trash can.

They will see all deletions made by users in the trash can and be able to permanently delete or restore these (within the 30-day limit)

Admin

Admin > Documents > Documents list

DOCUMENTS

Manage documents list

UTILITIES

Documents import

Documents export

Trash can

Documents reports

Documents permissions report

CONFIGURATION

General configuration

Root / Document Library / Certificates

Collapse all

Expand all

Delete

Select view

Default

All

		Name	Size	Owner	Last modified	Description
		Certificates		Claromentis Administrator	16-10-2023 13:07	
		ISO-9001-and-27001-website.png	27.28 Kb	Claromentis Administrator	16-10-2023 13:07	
		iso-badges.png	1.06 Mb	Claromentis Administrator	16-10-2023 13:07	