Documents Admin: Manage Documents List

This article is for application administrators of Documents.

A sysadmin of your site can make you an administrator if you are not already.

This means you can access the **Applications > Admin > Documents > Manage Documents** list pathway.

Overview

From this area, an overview of the whole directory is given, and an application administrator 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 modify or delete.

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:
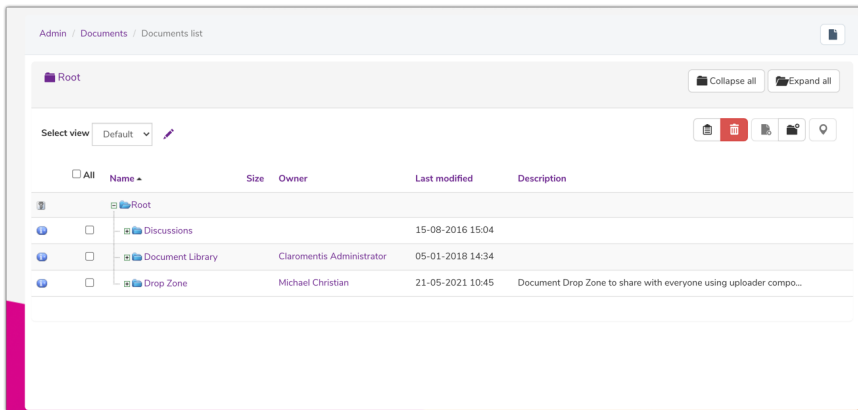
Here an administrator of Documents can manage files and folders.

They do not require front-end permissions to content, instead they can access everything from the admin side.
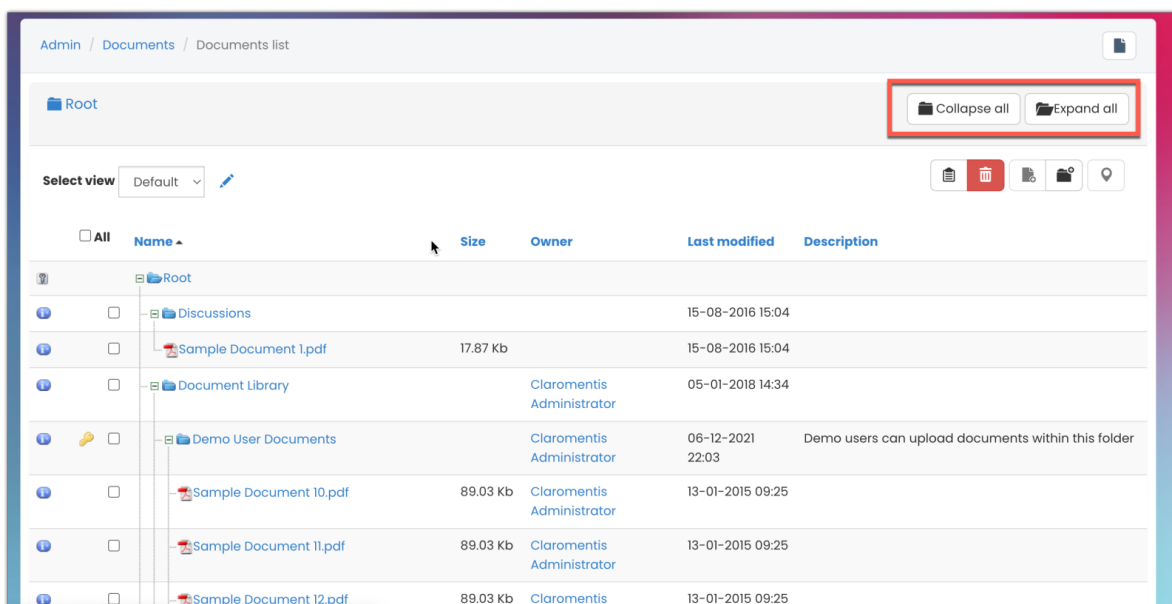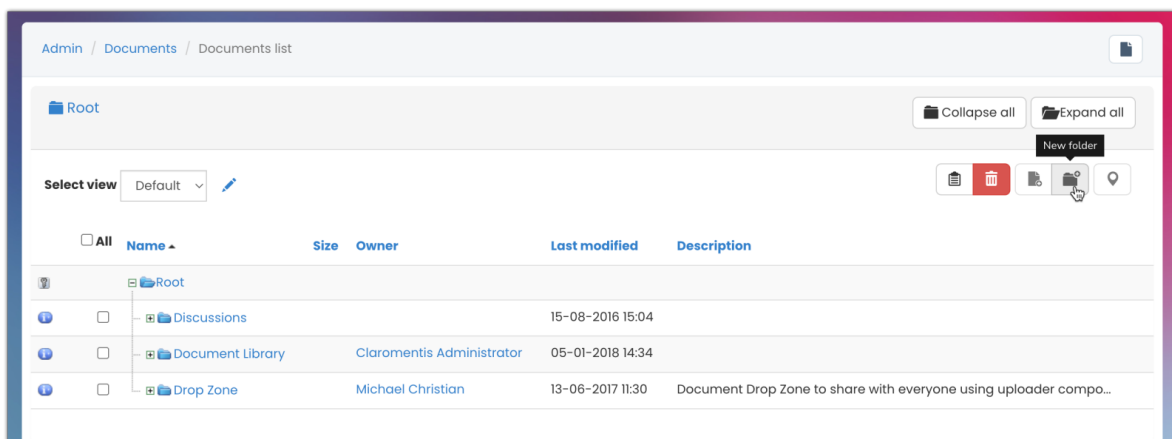
The directory appears as a tree diagram with the ability to expand or collapse its sections to allow for changes.
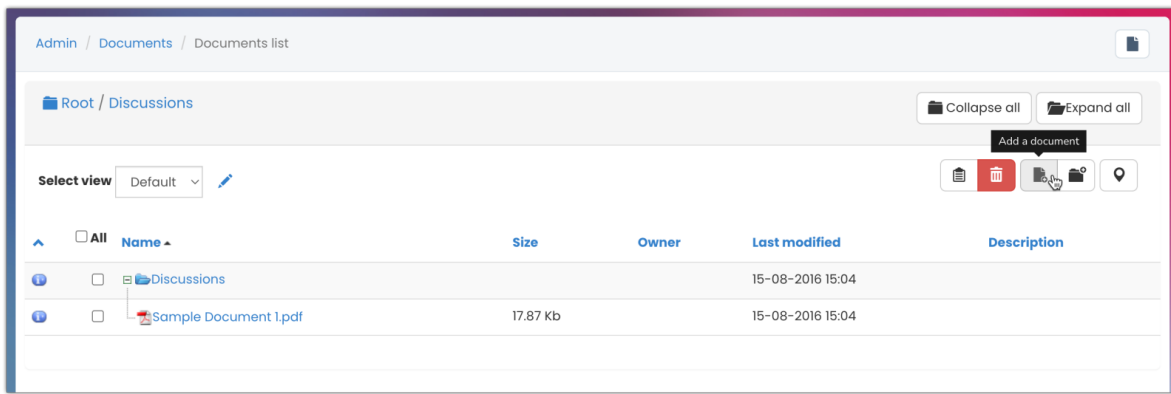

Making changes

Most actions that can be performed on the front end can be carried out on the admin side.
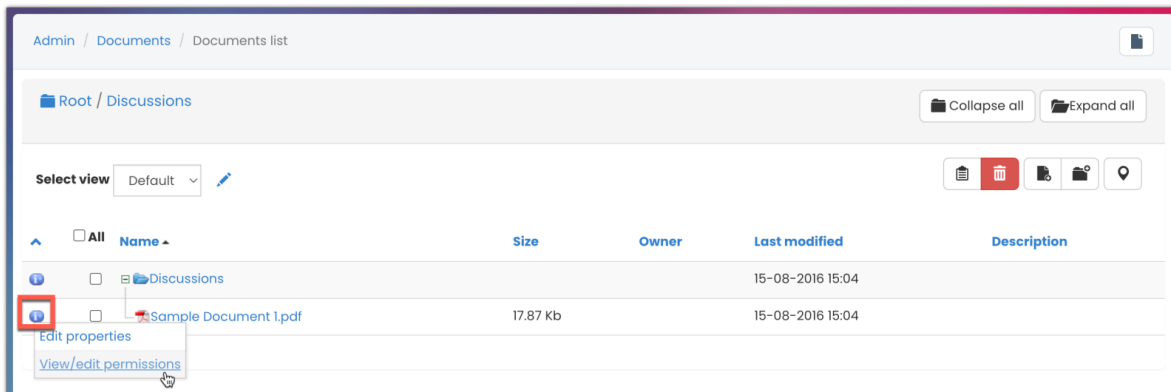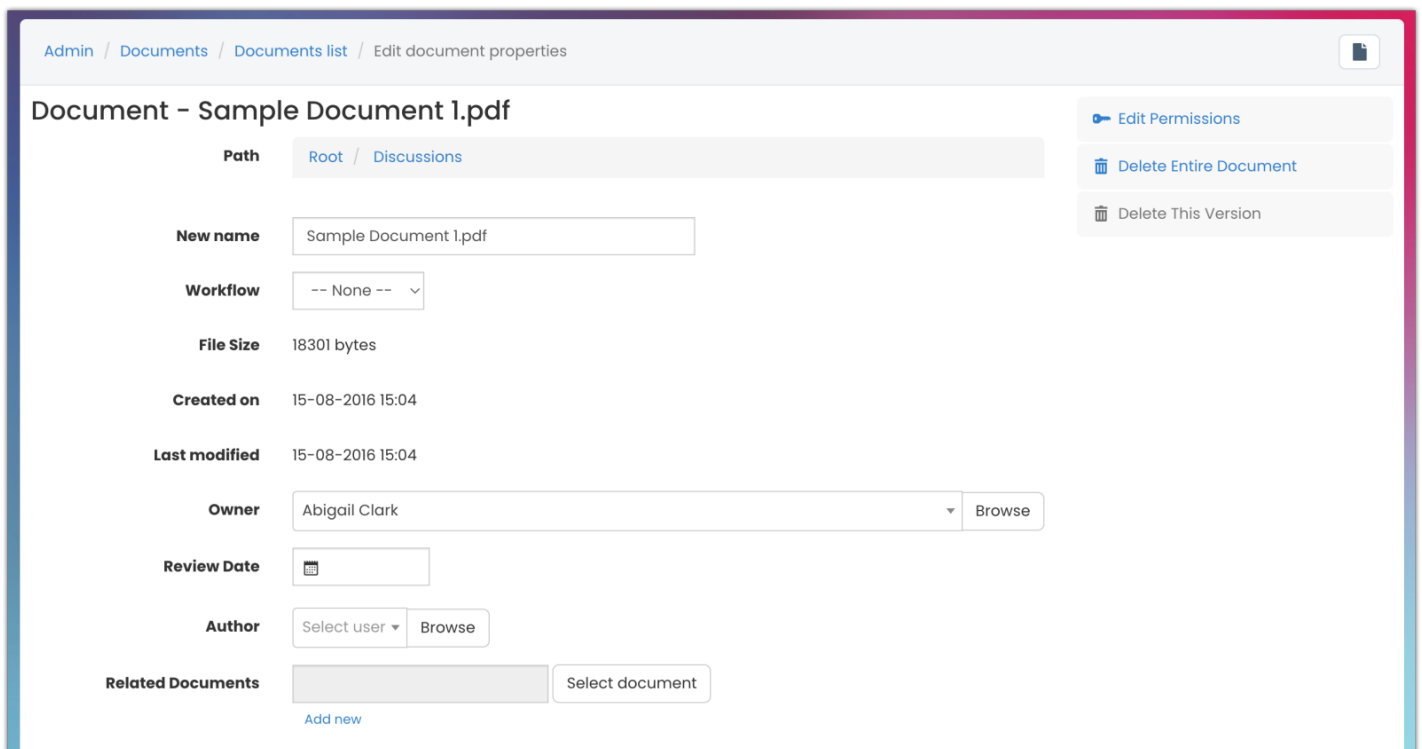
e.g. New folders can be created
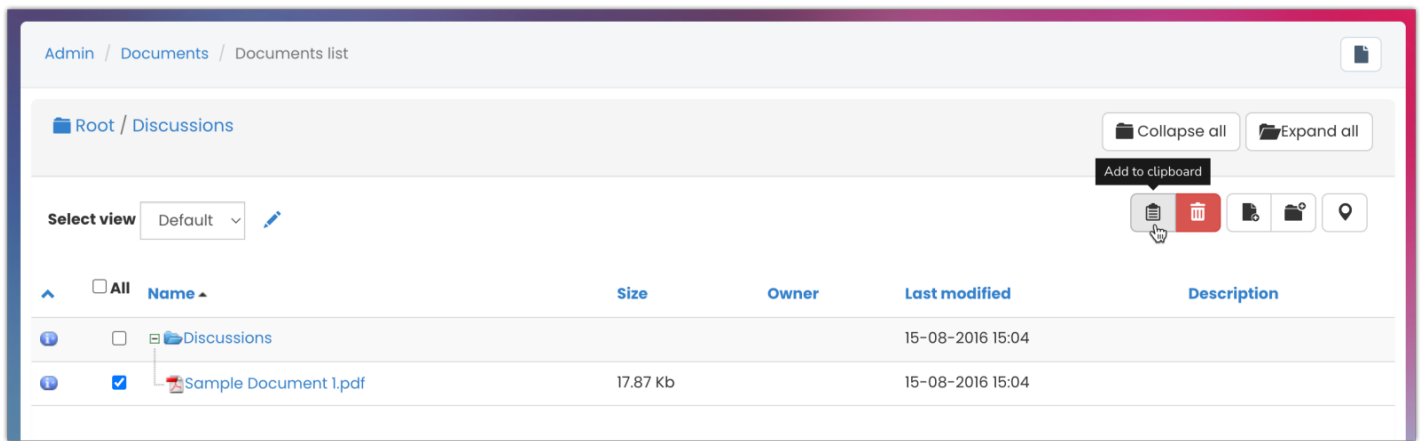

Files can be uploaded

Permissions changes made to folders or files using the 'i' icon


As well as editing properties:

The location of folders and files can be changed using the clipboard function on the admin side, which is covered in more detail here.
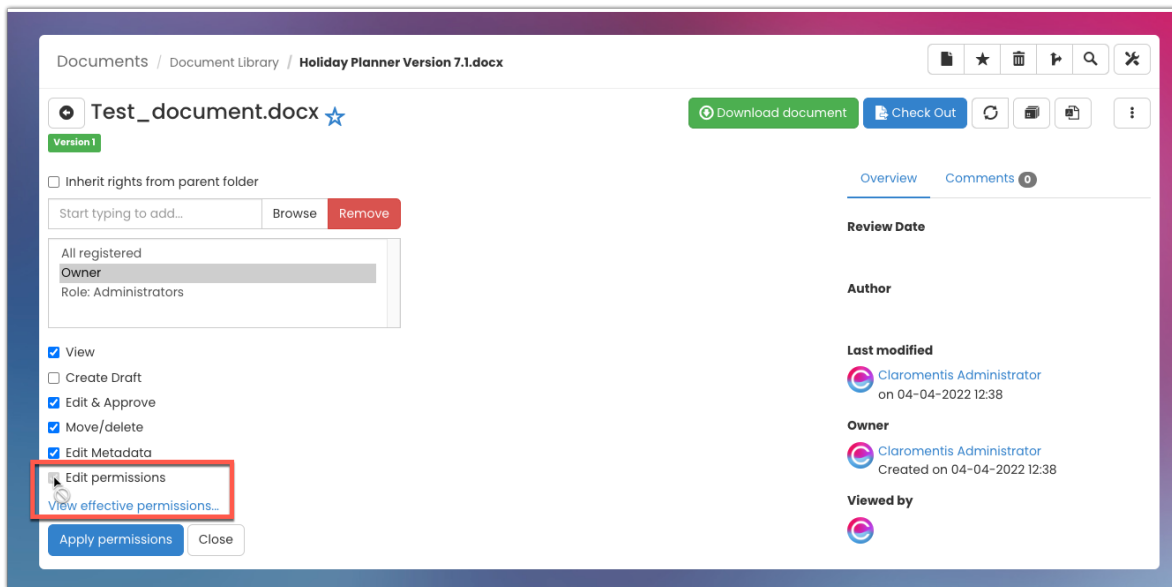
'Edit Permissions' permission

One action that is particular to the admin side only, is the ability to give users/roles/groups the 'edit permissions' permission.

This essentially means, 'Can this user edit folder/file permissions from the front end?'
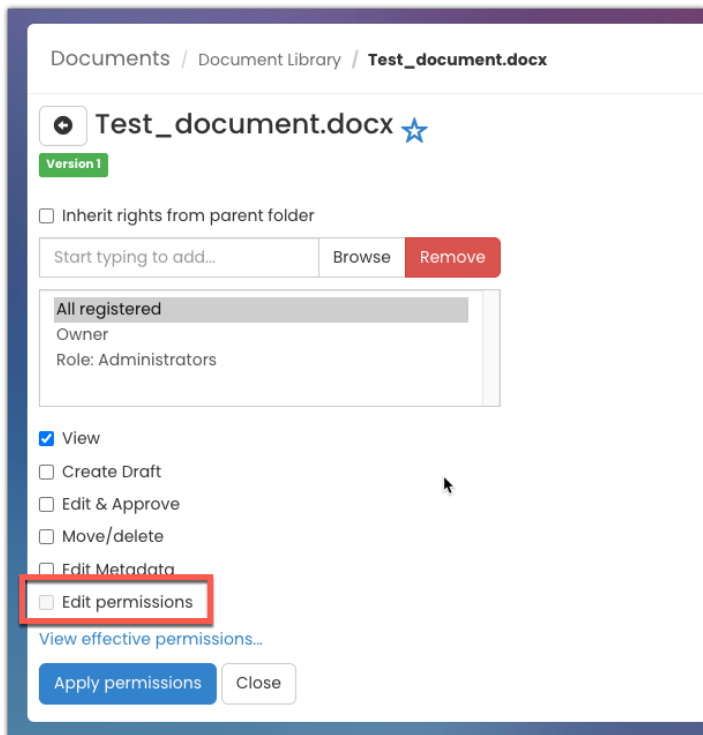
As this is quite a big responsibility, because it allows user access to be changed, it can only be given by an administrator on the admin side.

Attempting to change this permission on the front end will not be permitted (even by an administrator)

Therefore, if front-end updates to this permission need to take place, an administrator of Documents will need to carry this out.

Once saved users defined will be able to edit permissions to the specified files/folders from the front end without being an administrator.

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Tags: documents, folder, permissions, administrator, files