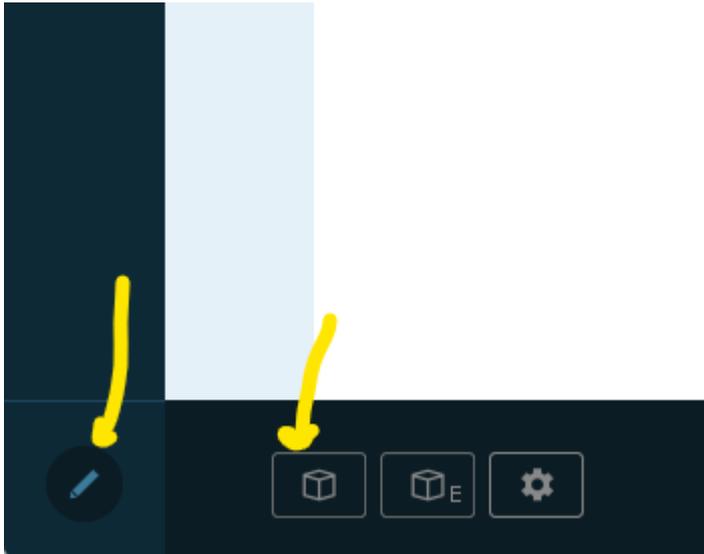


# 🌲 FileTree Module

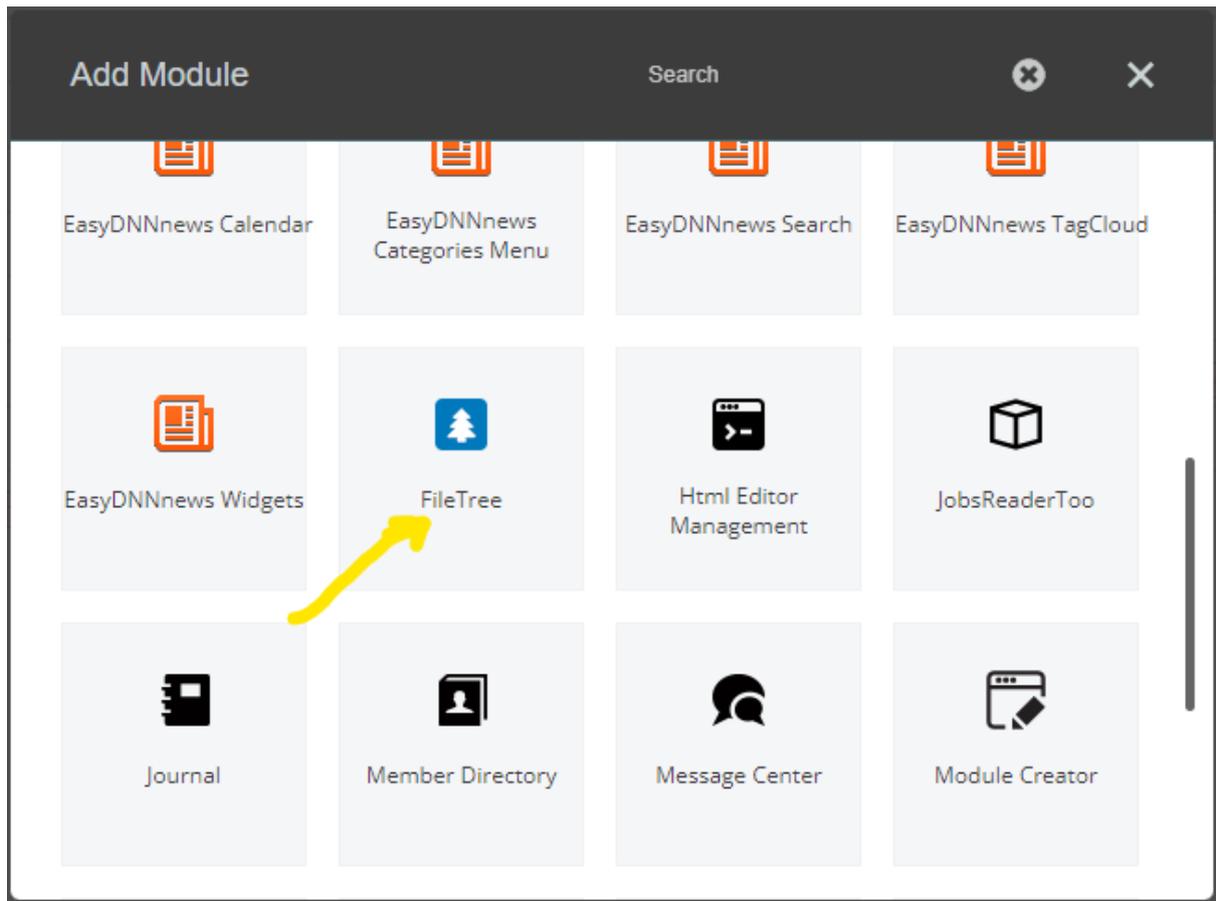
## Adding the FileTree module

Put the page into edit mode once logged in (the pencil on the admin bar on the left)

Click on the “Add new module” button



Select the FileTree module from the pop-up window



Drag this onto the page where you would like it to sit.



## Configuring the FileTree

Either select a folder from the drop-down menu and click on the set button

OR

Enter a folder name and click on the set button

**MODULE NOT CONFIGURED**

Select a source folder :

  
  
or create a new one :  
  

Admin has been loaded

This will create a folder on the system and load the file management:

Upload files to **filetree/TESTFOLDER**

Drop files here to upload  
or click to select

Add a new folder to **filetree/TESTFOLDER 637**

NOTE: Spaces are not allowed, use - or \_ instead

Admin has been loaded

## Uploading Files

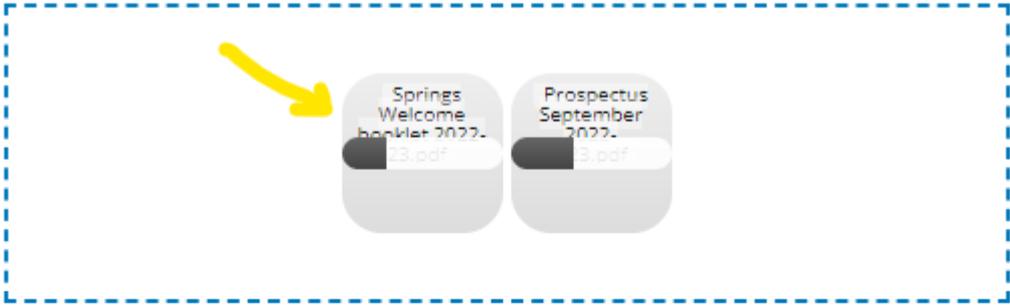
You can either select multiple files from your PC and drag them onto the “Drop files here...” box

OR

Click on the “Drop file here...” box to select one or more files from your PC.

Once files are dropped/selected you will see the upload icon for each file

Upload files to **filetree/TESTFOLDER**



Add a new folder to **filetree/TESTFOLDER 637**

NOTE: Spaces are not allowed, use - or \_ instead

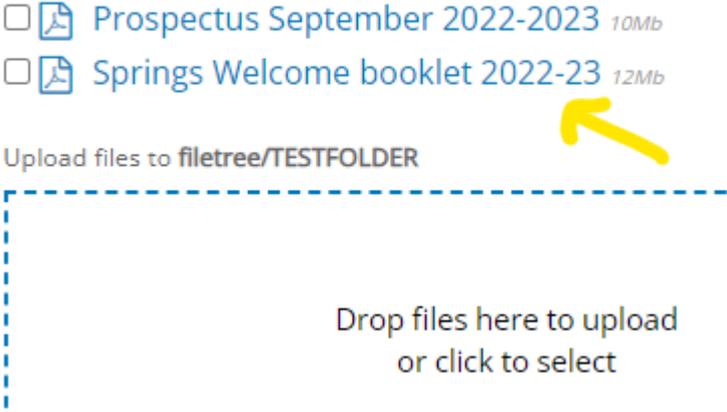
[file clicks](#) [delete selected files](#)

Admin has been loaded

Once these have completed (and there are no errors) the page will reload and the files will be shown:

-  Prospectus September 2022-2023 10Mb
-  Springs Welcome booklet 2022-23 12Mb

Upload files to **filetree/TESTFOLDER**



Drop files here to upload  
or click to select

## Create a Sub Folder

Enter the name of the sub folder into the text box under the “Add a new folder to...” box and click on the Add. This will add the new folder and reload the page.

My New Folder 0 files

- Prospectus September 2022-2023 10Mb
- Springs Welcome booklet 2022-23 12Mb

Upload files to filetree/TESTFOLDER

Drop files here to upload  
or click to select

Add a new folder to filetree/TESTFOLDER 637

My New Folder Add

NOTE: Spaces are not allowed, use - or \_ instead

file clicks delete selected files

Admin has been loaded

## Uploading Files to a Sub Folder

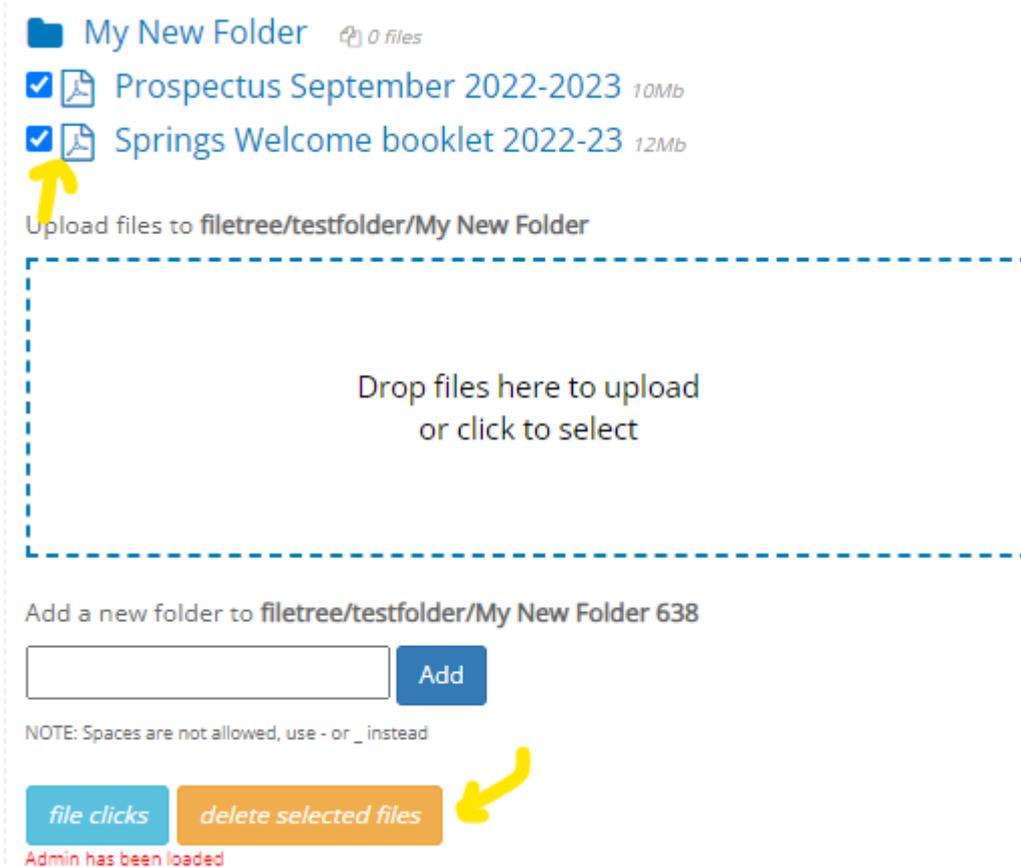
Click on the sub folder, note that the “Upload files to...” and “Add a new folder to...” entries change showing that any files will be uploaded to the sub folder. Add files as before.

NOTE: once uploaded the page will be reloaded which will reset the FileTree, always check you are uploading to the correct folder before adding new files.

## Deleting Files

Select the files to delete by ticking the checkbox next to the file. Once they are all selected click on the “delete selected files” button. They will be permanently deleted from the system.

NOTE: Deleted files cannot be recovered from the recycle bin.



The screenshot shows a file management interface. At the top, there is a folder named "My New Folder" containing 0 files. Below it, two files are listed: "Prospectus September 2022-2023" (10Mb) and "Springs Welcome booklet 2022-23" (12Mb). Both files have checkboxes that are checked, indicating they are selected. A yellow arrow points to the checkbox for "Springs Welcome booklet 2022-23". Below the file list, there is a dashed blue box with the text "Drop files here to upload or click to select". Underneath this box, there is a section for adding a new folder, with the text "Add a new folder to filetree/testfolder/My New Folder 638". This section includes an input field and an "Add" button. A note below the input field states: "NOTE: Spaces are not allowed, use - or \_ instead". At the bottom of the interface, there are two buttons: "file clicks" and "delete selected files". A yellow arrow points to the "delete selected files" button. At the very bottom, there is a red text notification: "Admin has been loaded".

My New Folder 0 files

Prospectus September 2022-2023 10Mb

Springs Welcome booklet 2022-23 12Mb

Upload files to filetree/testfolder/My New Folder

Drop files here to upload  
or click to select

Add a new folder to filetree/testfolder/My New Folder 638

Add

NOTE: Spaces are not allowed, use - or \_ instead

file clicks delete selected files

Admin has been loaded