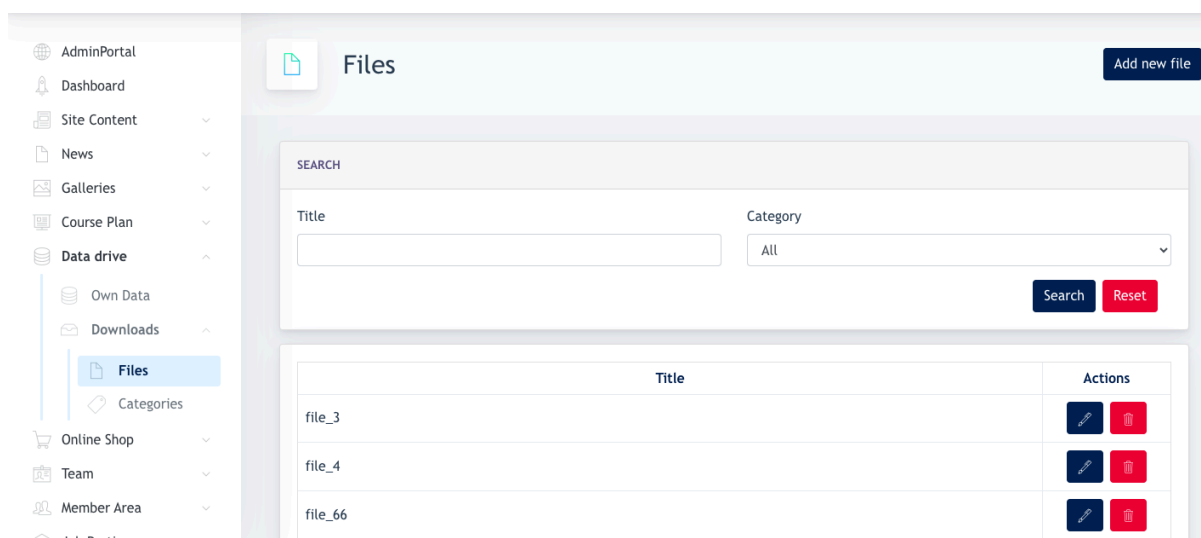


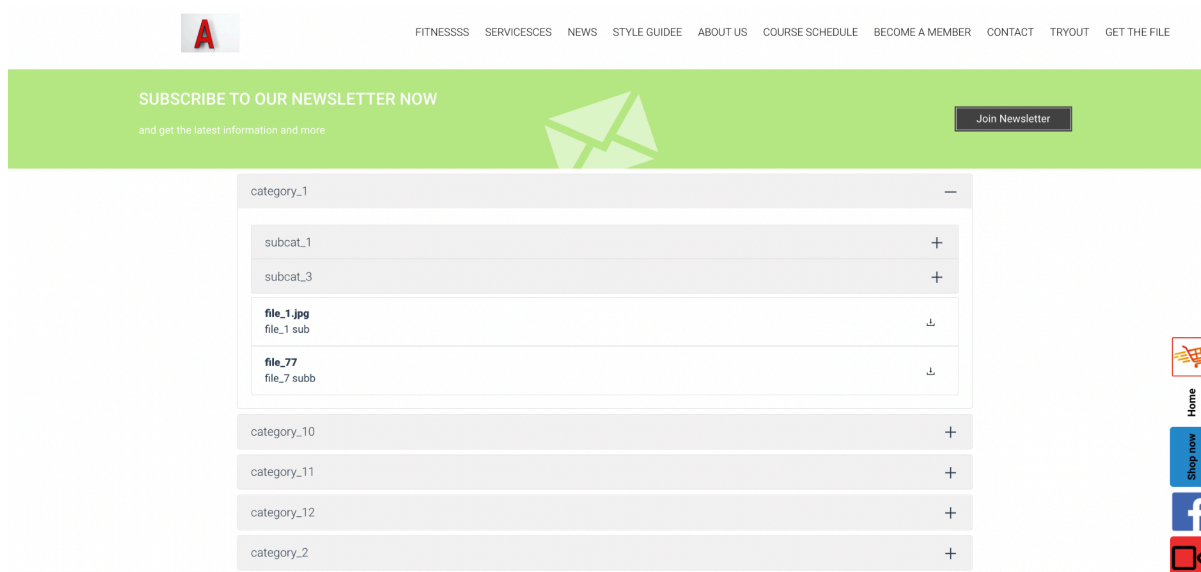
Download Area

Download Area	1
1. Download Area on Site Panel	4
2. Configuration of Download Area on Admin Panel	8
3. View & Output Files	10

This function allows the users to upload files into the system which then can be downloaded at there homepage.



Screenshot 1: Download Area in Site Panel (Data Drive > Downloads)



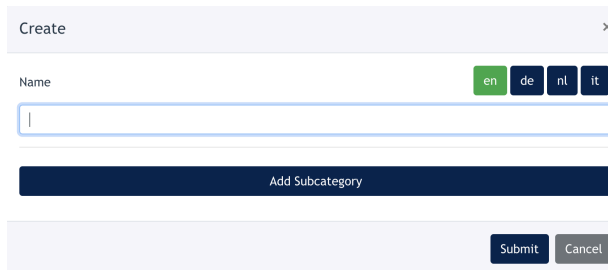
Screenshot 2: Download Section in live page

1. Download Area on Site Panel

This is the place where users create categories and set up downloadable files.

How to create a category

1. Go to Download > Categories > Add New Category to create a new category.





The screenshot shows a modal window titled "Create" with a close button (x) in the top right corner. Below the title bar, there is a "Name" label followed by a text input field. To the right of the input field are four language selection buttons: "en" (green), "de", "nl", and "it" (dark blue). Below the input field is a dark blue button labeled "Add Subcategory". At the bottom of the modal are two buttons: "Submit" (dark blue) and "Cancel" (grey).

2. Add Subcategory & click submit.



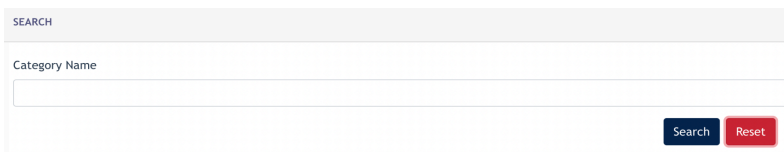
The screenshot shows the "Create" modal window after several subcategories have been added. The "Name" field contains "HIIT Event". Below it, there are three "Subcategory" fields: "Subcategory 1" with "PDF", "Subcategory 2" with "Images", and "Subcategory 3" with "Powerpoint Slides". Each subcategory field has a red trash icon to its right. A dark blue "Add Subcategory" button is positioned below the subcategory fields. At the bottom are "Submit" and "Cancel" buttons.

3. The newly created category & subcategories are successfully displayed in the list.

Category	Actions
HIIT Event <ul style="list-style-type: none">• Images• PDF• Powerpoint Slides	 

How to search a category:



Users are able to search the category by typing the name in the search bar.



A search interface with a grey header containing the word "SEARCH". Below it is a white input field labeled "Category Name". To the right of the input field are two buttons: a dark blue "Search" button and a red "Reset" button.

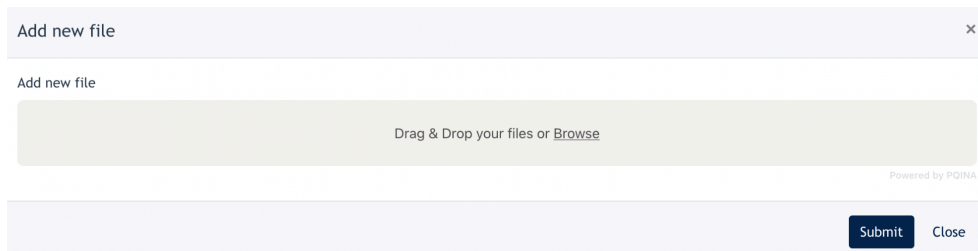
How to edit/remove a category:

Users are able to update or delete the existing category easily with the available action buttons.

Category	Actions
HIIT Event <ul style="list-style-type: none">• Images• PDF• Powerpoint Slides	 

How to upload files:

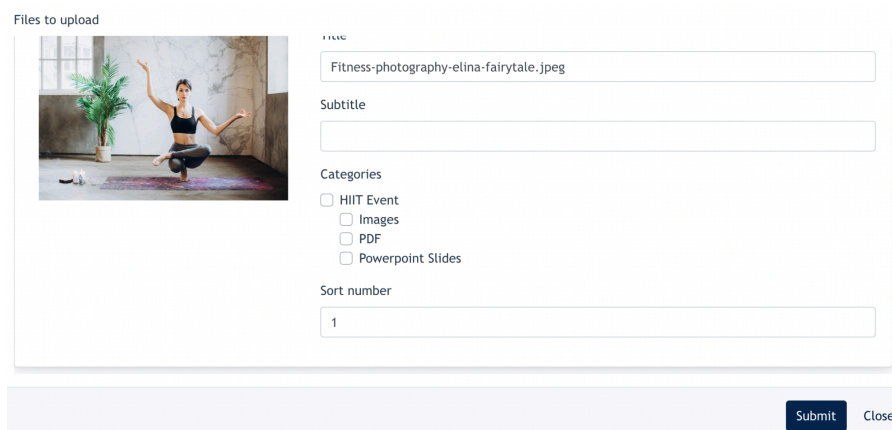
1. Go to Download > Files > Add New File
2. Drag & drop or browse your files, the allowed format are word, pdf, powerpoint, jpeg



A dialog box titled "Add new file" with a close button (x) in the top right corner. Below the title is a light green area with the text "Add new file" and "Drag & Drop your files or [Browse](#)". At the bottom right, there are "Submit" and "Close" buttons. A small "Powered by PQINA" watermark is visible at the bottom right of the green area.

Note: Mass upload is allowed, the user is able to fill up the details for each file once they are uploaded.

3. Fill up the details & click submit



A form titled "Files to upload" showing a preview of a fitness photograph on the left. On the right, there are input fields for "FILE" (containing "Fitness-photography-elina-fairytale.jpeg"), "Subtitle", "Categories" (with radio buttons for "HIIT Event", "Images", "PDF", and "Powerpoint Slides"), and "Sort number" (containing "1"). At the bottom right, there are "Submit" and "Close" buttons.

Note: None of the fields are mandatory. If nothing is filled up, the file is simply uploaded with the file name as a title and without category.

New feature : Password Protected File

We can set a file to be password protected during creation.

Go to {Add New File}, and on the modal you will find the checkbox { Is protected }. Click on this checkbox and fill up a password. This is the password required for users to download the file on the website.


An admin can update this password later on by clicking {Edit}

Add new file

Drag & Drop your files or [Browse](#)

Powered by PQINA

Files to upload



Categories







- category_1
 - subcat_1
 - subcat_3
- category_10
- category_11
- category_12
- category_2
 - cat_2_subcat_1
- category_3
- category_4
- category_5
- category_6
- category_7
- category_8
- category_crud
 - category_crud cat_11
 - category_crud cat_22
 - category_crud cat_3

Sort number

Is protected

Submit Close

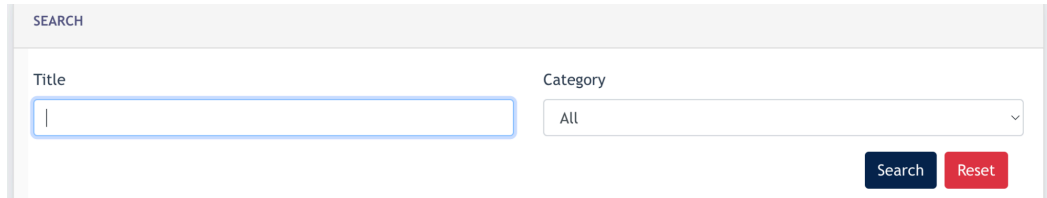
4. All the uploaded files will be displayed in the list

Title	Actions
Fitness-photography-elina-fairytale.jpeg	 
Test Report - Sheet1.pdf	 
Test Upload.pptx	 

How to search a file:

Users are able to search the files in 2 ways:

1. By typing the title

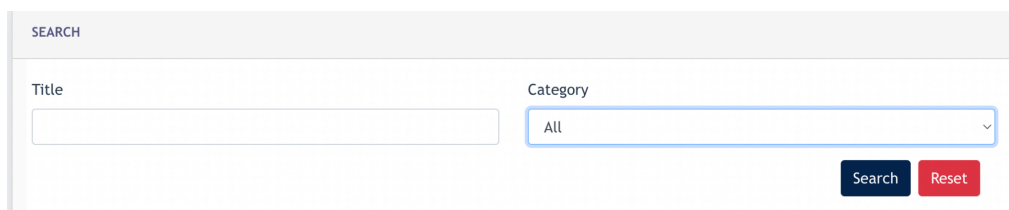


SEARCH

Title

Category

2. By choosing the categories or subcategories from list



SEARCH

Title

Category









Category

- ✓ All
- HIIT Event
- Images
- PDF
- Powerpoint Slides
- Yoga Event
- Daily
- Monthly
- Weekly

How to edit/remove files:

Users are able to update or delete the existing files easily with the available action buttons.

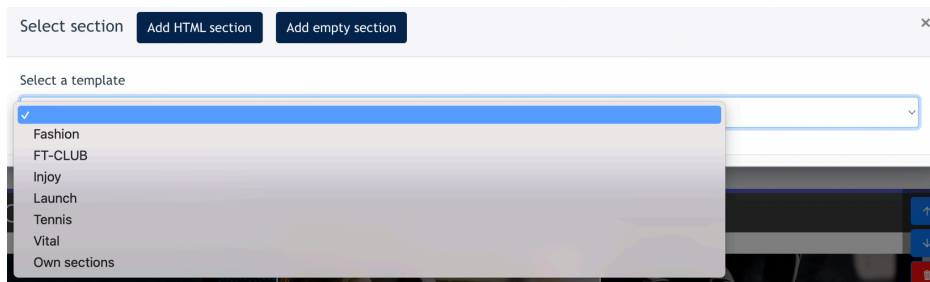
Title	Actions
Fitness-photography-elina-fairytale.jpeg	 
Test Report - Sheet1.pdf	 
Test Upload.pptx	 

2. Configuration of Download Area on the Admin Panel

This is the place where users configure the download area to be displayed on the live page.

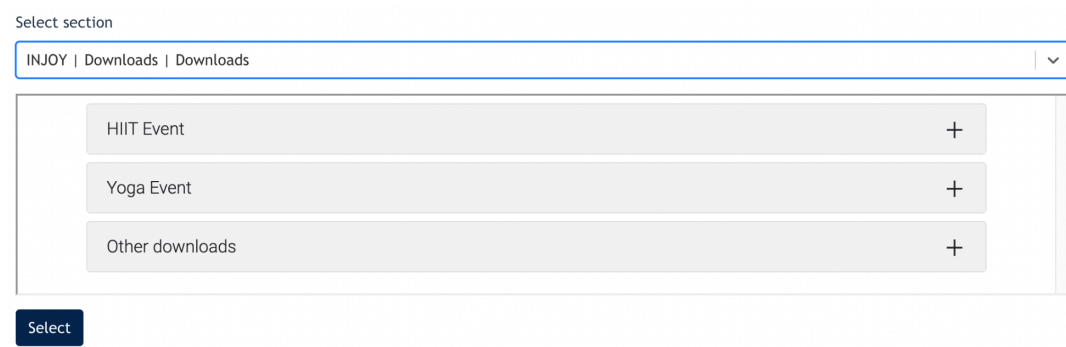
How to add download section to live pages

1. Go to Site Panel > Site Pages
2. Select a page & click on update
3. Add section
4. Select template

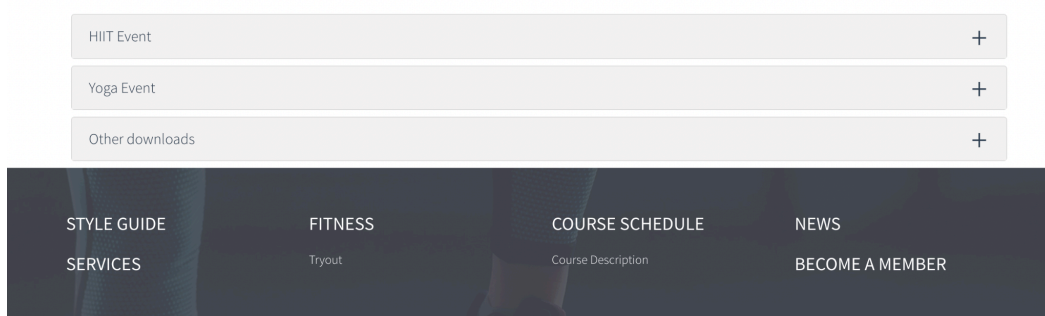


Note: Download section is available in all templates.

5. Select Download section



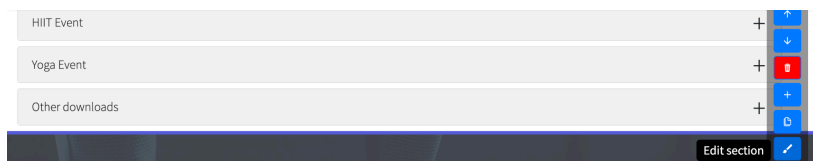
6. The Download Section is now displayed on the page.



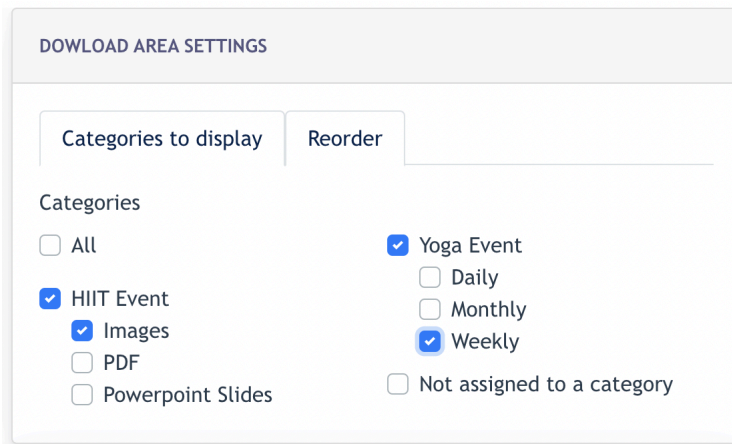
Note: All the files & categories will be displayed by default, users can edit them later.

How to edit download section

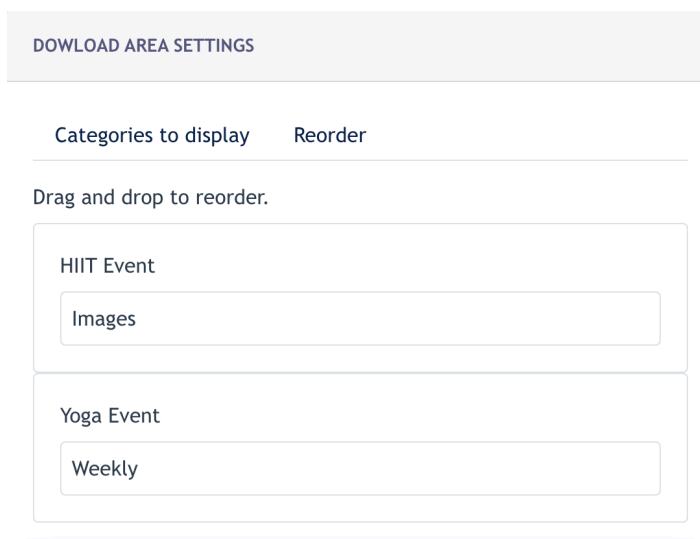
1. Edit the section by clicking on the icon



2. Users are allowed to decide which category & subcategory to be displayed on the page.

A screenshot of a 'DOWNLOAD AREA SETTINGS' dialog box. It has two tabs: 'Categories to display' (selected) and 'Reorder'. Under 'Categories to display', there are two columns of checkboxes. The first column includes 'All', 'HIIT Event' (checked), 'Images' (checked), 'PDF', and 'Powerpoint Slides'. The second column includes 'Yoga Event' (checked), 'Daily', 'Monthly', 'Weekly' (checked), and 'Not assigned to a category'.

3. Users are also allowed to reorder the display sequence of the categories

A screenshot of the 'DOWNLOAD AREA SETTINGS' dialog box, showing the 'Reorder' tab. It has two tabs: 'Categories to display' and 'Reorder' (selected). Below the tabs, it says 'Drag and drop to reorder.' There are two main sections. The first section is titled 'HIIT Event' and contains a box labeled 'Images'. The second section is titled 'Yoga Event' and contains a box labeled 'Weekly'.

4. Click on 'save section' after updating the settings.

3. View & Output Files

Audiences are able to download the files displayed on live pages.

How to View & Output Files

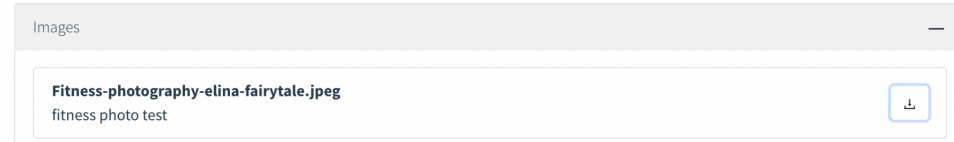
1. Go to the live page
2. View the subcategories by clicking on the '+' button



3. Check out the available files by clicking on the '+' button of each subcategory



4. Download the file by clicking on the 'download' button



5. The file is successfully downloaded.

