# SIMPLE FILE LIST



# **Wordpress Plugin**

Provides a List of Your Files on Your Website

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# **About the Plugin**

# **Simple File List**

As the name implies, Simple File List is a plugin that gives your WordPress website a basic list of your files which allows your users to open, download and optionally upload and manage files too.

You manage your files from the Admin List, where you can add descriptions, rename files and delete them.

Both the Front-end List and Uploader can be shown to users based on their role; Everyone (Public), Only Logged-in User, Only Admins or Nobody.



Restrict the files allowed to specific types, limit their size and quantity per upload job.

The file list table has options to show; file size, modification date and thumbnail columns. The thumbnail images are generated automatically for images and videos\*. You can sort files by name, date, size or randomly.

<u>گ</u>	Simple-File-List.pdf This is the new instruction manual. Submitted by: Mitchell Bennis Open   Download	596.73 KB	10/22/2020
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Files can also be assigned descriptions, which can be added from the Admin list or user uploads. Descriptions can be shown or hidden.

You can also collect the uploader's name, email and description of the file(s). This can then be shown in the file list.

You can give your front-end users full control over renaming, moving\*, sending\*, deleting and editing descriptions.

\* Simple File List Pro only

# The Admin File List

The Admin File List will appear as a menu item **File List**, at the lower left of your Wordpress Dashboard. Click on this to open the Admin File List.



On the Admin List, just like front-end users, you have the option of opening a file (if the browser is able) or downloading the file from the Admin File List.

By clicking on the Edit link, you can rename and add descriptions to your files. You can also delete files. Deleted files are gone forever.

	Simple-File-	List.pdf		
	Open   Downlo Cancel   Delete	ad   Move   Users   Send		
l l	Edit Details	•		
الحر	File Name	Simple-File-List.pdf	552.76 KB	October 13, 2020
	Description	This is the manual for this plugin.		
		Save Cancel		
		Added: October 13, 2020 — Size: 552.76 KB		

Note that the options for Create Folder, Move, Users, and Send are only available in Simple File List Pro.

# **Displaying the File List**

To display the file list, add the shortcode to a page or post or widget. Simply paste this code and update...

[eeSFL]

# **Shortcode Attributes**

You can add shortcode attributes to over-ride the plugin's settings. Go to the Create Shortcode tab to easily create custom shortcodes. You can even create a new draft post/page with the shortcode in place.

Thumb	$\triangle$ Name $\bigtriangledown$	riangle Size $ riangle$	riangle Date $ riangle$
	hurray.png Open   Download	8.47 KB	October 25, 2019
	Christopher-L-Collins.mov Open   Download	2.07 MB	October 24, 2019
	Ice-Auger.mp4 Open   Download	4.63 MB	April 25, 2019
	Nice-Catch.jpg Open   Download	146.67 KB	April 25, 2019
Fit + MET	Geek-Humor.jpg Open   Download	26.25 KB	April 25, 2019
	Ice-Flakes.jpg Open   Download	161.14 KB	April 25, 2019
I LOVE YOU THIS MICH!	Love.jpg Open   Download	39.59 KB	April 25, 2019
<u>ک</u>	Star-Wars.pdf Open   Download	949.27 KB	April 25, 2019

List Option	Attribute	Possible Values	Example
List Visibility	showlist	YES / USER / ADMIN / NO	[eeSFL showlist="USER"]
Uploader Visibility	allowuploads	YES / USER / ADMIN / NO	[eeSFL allowuploads="ADMIN"]
Show Thumbnail	showthumb	YES / NO	[eeSFL showthumb="YES"]
Show Size	showsize	YES / NO	[eeSFL showlist="NO"]
Show Date	showdate	YES / NO	[eeSFL showlist="YES"]
Show Actions	showactions	YES / NO	[eeSFL showlist="NO"]
Show Table Header	showheader	YES / NO	[eeSFL showlist="YES"]

Combine attributes within one shortcode as needed.

[eeSFL allowuploads="NO" showsize="NO" showheader="NO"]

Create a compact file list to be used in a sidebar widget:

[eeSFL allowuploads="NO" showthumb="NO" showsize="NO" showdate="NO" showheader="NO"]

This list will show file names only.

# **Plugin Settings**

Click on the Settings Tab on the Admin File List to go to the File List options. Settings are divided into four tabs: List Settings, Upload Settings, Display Settings and Notice Settings.

# **File List Settings**

File List Settings determine how your list appears and behaves. Use shortcode attributes to over-ride when needed.

# Who Can See What

Front-Side Display	Show to Everyone	$\sim$
Determine who you will show the front-side	e list to.	
Back-Side Settings Access	Show to Contributers and Above	,

You can choose to show the list to everyone, only logged-in users, only Admin, or not at all.

You can also define who can see the Admin menu. The default setting is Contributors and Above.

To extend user access control features, consider upgrading to <u>Pro</u> version and adding the <u>File Access Manager</u> extension.

# Information to Show

#### Information to Show

Limit the file information to display on the front-side file list.

Item	Show	Label
File Thumbnail	$\checkmark$	Thumb
File Name	<b>~</b>	Name
File Date		Date
File Size		Size

Determine the file table columns to show on the front-side file list.

Thumbnails are automatically generated for web videos\* and images.

You can change the default label text for each item as well.

Video thumbnail creation requires that <u>FFmpeg</u> be installed on your web server.

## File Sorting and Order

File Sorting and Order
Sort By: File Date 🗸
Sort the list by name, date, file size, or randomly.
Reverse Order: ✓ ↓ Descending
Check this box to reverse the default sort order. The list is sorted Ascending by default: A to Z, Small to Large, Old to New

Sort the list by name, date, file size, or randomly. You can also sort up or down. Ascending (Going up) or Descending (Going down) (Checked)

# **File List Performance**

File List Performance		
Re-Scan Interval:		18 Hours
	c drive is re-scanned. Set to zero to re-scan on each list page load. ad files to your list, set the interval to zero.	

Simple File List scans your files at set intervals to update any changes that may have occurred outside of the plugin. It then saves an array of the file information to the Wordpress database. Set the re-scan interval depending on the traffic of your website. Higher traffic, longer interval.

If you add files outside of the plugin, via FTP or File Manager, be sure to set the Re-Scan setting low, or make a point to go the Admin List and click on the Re-Scan button so Simple File List will see the new files.

# **Upload Settings**

# Allow File Upload

Allow File Upload	Anyone Can Upload	~
Allow anyone to upload, only logged-in use	rs, administrators or nobody.	

Allow anyone to upload, only logged-in users, administrators or nobody. Click here if you need a <u>Basic Front-End Login</u> form.

# **Upload Limit**

	Upload Limit 10	٢
The	e maximum number of files that may be uploade	ed per submission.

Set the maximum number of files that may be uploaded per submission.

## Maximum File Size



The maximum file size allowed will be detected and set. You can lower this if needed.

Note that there are two PHP INI variables which limit your maximum upload file size:

#### post\_max\_size AND upload\_max\_filesize

# **Allowed File Types**

Allowed File Types:	
gif, jpg, jpeg, png, tif, pdf, wav, wmv, wma, avi, mov, mp4, m4v, mp3, zip	
	///.
Only use the file types you absolutely need, such as jpg, jpeg, png, pdf, mp4, etc	

Only use the file types you absolutely need. Common file types include:

- Images: gif, jpg, jpeg, png, tif, pdf
- Documents: doc. docx, ppt, txt, rtx
- Audio: wav, wmv, wma, avi
- Video: mov, mp4, m4v, mp3
- Archives: zip, dmg

Simple File List will not allow for certain potentially dangerous file types.

# **Display Settings**

## **Preserve Spaces**

Preserve Spaces: File Name Spaces	
Spaces in file names are replaced with hyphens in order to make the UR This setting will revert this action for display.	L legal.

Normally spaces in file names are replaced with hyphens. This setting will revert this action for display, but the actual links will still be good.

# Show File Description Show File Description: 🗸 Description of the file Display the file description below the file name. Show the file description below the file name. Descriptions can be entered on the Admin File List, during a file upload or on the front side, if enabled. If the uploader information was gathered, the name (linked to their email address) will also be shown. **Show File Actions** Show File Actions: 🗸 Open | Download Show file action links below each file name on the front-side list

Show file action links (Open, Download) below each file name on the front-side list. If this is OFF clicking on the file name or thumbnail will either open or download the file.



Show or hide the file extension (.jpg) in the file name display.

## Show Header

Show Header: Show the table header
Show the table header above the file list or not.

Show the table header above the file list or not.

## **Show Upload Limits**

	Show Upload Limits:	Show the upload limitations
Show the user fi	le size, number and file ty	/pe restrictions.

Show the user file size, number and file type settings, or not. Maybe you can do better.

# **Feature Settings**



Display a form which must be filled out before a file is uploaded. Get the file owner's name, email and description. For logged-in users, their name and email address are automatically gotten from their account info. Submissions are included within the upload notification email and added to the file details, which can be shown along with the file.

# Show Submitter Info: Show on Front-side Show the file submitters information on the website. Show the file submitters information on the website. Show the file owner's description, along with their name, linked to their email. Front-End Manage Front-End Manage Use with Caution Allow file editing and deletion on the front side of the site. Use with Caution - Allow file editing and deletion on the front side of the site.

Ensure that your File List is protected. If you need a simple way to allow your users to log in, try

this plugin: Basic Front-End Login.

# **Notification Settings**

If selected, each time a file is uploaded on the front-side of your website, an email will be sent to the address(es) below.

## Send Notification

Send Notification:
Send an email notification when a file is uploaded on the front-side of the website.
Send an email notice when a file is uploaded via website's front-side.

## **Notice Email**

Notice Email:	mitch@elementengage.com
Send an email whenever a file is uploaded	or changed. Separate multiple addresses with a comma.

This is the address the notice is sent to. Separate multiple addresses with a comma.

# Copy to Email

Copy to Email:		support@simplefilelist.com
Copy notice emails here.	Ň	

Send a copy of each notice email to this address. Separate multiple addresses with a comma.

# Blind Copy to Email: Blind Copy to Email: Blind copy notice emails here.

Blind copy notice emails here. None of the recipients will know this address was copied.

# **Message Options**

These options define how the message appears to the receiver.

# Sender Email

Sender Email:	mail@elementengage.com
The notification message's reply-to addres	S.

If someone replies to a notification message, it will go to this address.

## Sender Name

Sender Name:	EE Mitch
The visible name in the From field.	

The visible name in the From field.

# **Notification Subject**

Notification Subject:	File Upload Notice
The notification email subject line.	

The notification email subject line.

## **Message Text**

This will be the text for the file upload notification messages. To insert file information and link, use this shortcode: **[file-list]** To insert a link pointing to the file list, use this shortcode: **[web-page]** 

Message Text:	Greetings,
	You should know that a file has been uploaded to your website.
	[file-list]
	on
	[web-page]

# Simple File List Pro

The basic version of Simple File List provides the base features needed to post a small list of your files. However, if you need more organizational features or have a large number of files you upgrade to **Simple File List Pro** to get new built-in features and the ability to add extensions.

This sections describes features found only in the Pro version and available extensions.

# Create, Organize and Display Folders

The Pro version allows you to create sub-folders within your file list. It is designed to provide basic file organization and folder-specific file lists.

## **Creating Folders**

Home / Demo / Places / Nice Places Create Folder

To create a new folder in the current location, click on the Create Folder button. Breadcrumb trail indicates where you are in the folder hierarchy.

Thumb	Name	Size	Date
	Demo	36.11 MB	October 20, 2020
	Open   Edit   Delete   Move	30.11 MB	October 20, 2020

Folders are treated much like files. You can add descriptions, rename them or delete them (along with all of the files inside).

# Shortcode to Display a Folder

To display a specific folder, add the "**showfolder**" attribute to the shortcode:

```
[eeSFL showfolder="Folder-1/Folder-2/Folder-999"]
```

"showfolder" is relative to your file list's Home folder. Also, note that front-end users cannot navigate above the sub-folder you specify.

# **Folder Options**

Folder Options
Show Breadcrumb: I Home / Folder 1 / Folder 2
Show the folder breadcrumb trail above the front-side list.
Sort Folders First: 🗹 Group Folders Together
Shows the folders grouped together at the top of the list, rather than sorted along with the files.
Show Folder Size: Calculate and Display the Folder Size
This may slow performance significantly if folders are very large.

There are three settings on the Display Settings tab to consider.

#### **Show Breadcrumb**

Show the folder breadcrumb trail above the list: **Home / Folder 1 / Folder 2** The breadcrumb trail begins at "showfolder", defined in the shortcode. (see below)

#### Sort Folders First

Shows the folders grouped together at the top of the list, rather than sorted along with the files.

#### Show Folder Size

Choose to show either the current count of items in the folder or calculate and display the folder's size.

## **Sharing Files**

Allow File Sending:

Send via Email

Allow front-side users to email links to files.

The File Sending feature allows you to send people emails with links to your files. Clicking on the Send file operation link will open a dialog allowing you or your users to send an email message with file links.

Once the dialog is open you can add additional files to the message.

# **Define the File List Directory**

File List Directory:

wp-content/uploads/simple-file-list/

This must be relative to your Wordpress home folder. (ABSPATH)

\* Default Location: wp-content/uploads/simple-file-list/

\* The directory you enter will be created if it does not exist.

\* If you change this later, information such as file descriptions will be lost.

Simple File List Pro allows you to define a custom file list directory. This directory cannot be above your Wordpress home directory, or within one of the Wordpress core directories.

Note: Changing the directory will not affect the files on the disk, but will clear the File Array, which will cause the loss of file descriptions and user information.

## The Tools Tab

	Author
--	--------

The Tools tab allows you to:

Reset File List Array	Reset List Settings	Orphaned Thumbnails
Reset	Reset	Delete
Reset the file list array. (Descriptions will be lost)	Reset the list settings back to the default.	Delete thumbnails which have no associated image or video file.

#### Reset the File Array

Use this tool only if your file list array has become corrupted or if you wish to clear all descriptions and user information.

• Reset the List Settings This tool simply resets the file list settings back to the defaults.

#### Delete Orphaned Thumbnail Files

Thumbnail files for images and videos are generated when the file is detected. If the file is later moved, renamed or deleted, the thumb will remain. This tool allows you to delete any thumbnail that doesn't have an associated image.

Thumbnail files are stored in the .thumbnails folder, located within the main file's folder.

# **Pro Extensions**

This extension adds searching and pagination functionality to Simple File List Pro. It is designed to make very large file lists more manageable.

# **Search & Pagination**

	From		То		File Name		Search Files
--	------	--	----	--	-----------	--	--------------

Clicking on a date entry box will bring up a date picker. You can search for file types by just typing in the extension (pdf). Use wildcards (\*) for more complex searches.

# Search Form Shortcode

The form will automatically appear above file lists. You can also use a shortcode to place a search form anywhere on your website.

[eeSFLS permalink="http://file-list-url.com"]

The permalink value will be the page address where the file list you want to search is located.

# **Search & Pagination Options**

Search and Pagination
Enable Search: Show the Search Panel
Date inputs will appear if the date column is displayed.
Enable Pagination:Sub-PagesBreak up a large file list into smaller pages.
Files per Page: 10
Choose how many files to show per page.

Use these options on the Display Settings tab to show the search form and pagination controls. You can also define how many files per page are shown.

# **File Access Manager**

This extension adds the ability to limit file and list access to only people you choose. Create additional file lists, each with its own settings and user access permissions. Grant access to specific users by file, or grant access to entire lists based on Wordpress users or roles.

- Lock down your files to prevent direct access.
- Limit file access to only logged-in users.
- Create additional file lists for a specific user or a group of users.
- Create additional file lists for users matching, or with permission greater than, a specific role.

#### Create five types of additional file lists

Restricted Mode

Restrict access to all of the files by default. Grant access to specific files to specific users.

- User Mode
   Bestrict file list access to a specie
  - Restrict file list access to a specific Wordpress user.
- Group Mode

Restrict file list access to a specified group of Wordpress users.

Limited Mode

Restrict file list access to all except Wordpress users matching a specified role or with a minimum role or higher.

Normal Mode

Do not restrict access. Files are viewable by anyone who can reach the file list page. Files may also be linked-to from outside of your website.

#### Plus

Wordpress Admins can always access all files and file lists.

For each type of list you can limit these actions by user role; file uploading, front-side file management and the ability to move files to other lists.

Set a limit for the maximum size of a file list. When this is exceeded the uploader will not appear until files are removed or the limit is raised.

Limit the minimum role to be considered when adding users to a list. This helps keep the choices manageable if you have many subscribers.

Choose to be notified by email for each file upload for all lists.

# **Getting Started with Access Manager**

<ul><li>Step 1: Activate the File Access Manager</li><li>Make sure the main Simple File List plugin is active, then activate the File Access Manager extension plugin.</li><li>Go to the File List Pro settings menu.</li></ul>	Simple File List Access         Deactivate         Simple File List Pro         Deactivate   Admin List   Settings         Simple File List Search         Deactivate
Step 2: Select the Mode	
Choose Mode	Full Instructions
Select the access mode for your existing file list.	
• Normal Mode: Files are public and can be linked-to from other websites.	
O Limited Mode: Limit access to Wordpress users who have a specific Word	press role.
O Group Mode: Limit access to a group of Wordpress users.	
O User Mode: Limit access to a specific Wordpress user.	

O Restricted Mode: Admin grants file access. Users can see only files they uploaded.

Administrators can always view and manage file lists.

SAVE

You will see this dialog asking you which type of mode you want to apply to your current list. Make you selection and the click save. You can always change this later.

For existing users, it is recommended to choose Normal Mode if you do not want any access restrictions added at this time. If there are external links directly to files in your list, then be sure to choose Normal Mode.

For new users, it is recommended to choose Restricted Mode. This ensures that your root files are protected. The Main File List can then act as the Administrator's file list. Next, create additional file lists intended for the front-side of your website.

Administrators, and users given permission, can freely move files and folders between file lists.

# **Step 3: Save Your Choice**

List Operations Permissions			
Allow File Uploads:	Anybody 🗸		
Allow users to upload files to this list.		,	
Allow File Management:	Minimum Role 🗸	Subscriber 🗸	
Allow users to manage the files, including de	eleting them.		
Allow Copying to Other Lists:	Match Role 🗸 🗸	Editor	~
Allow users to copy files and folders to other	r lists.	· · · ·	

For each operation choose from these permissions:

- Nobody The feature is disabled.
- This User / This Group (For User and Group modes)
- Minimum Role Only logged-in user with this role or above.
- Match role Only for users with this specific role.
- Anybody Everyone, including public users.

## **Step 4: Define the Other Settings**

Main File List	Settings			
List Access Settings	File List Settings	File Upload Settings	Display Settings	Notification Settings

Be sure to go through the List, Uploading, Display and Notification settings tabs. Remember that each list has its own unique settings.

Once you create a file list, the directory location cannot be changed. Create a new file list using the new directory location.

Note that your existing list is now titled Main File List. Any new lists created will use the settings of the Main File List. If you need to create many similar lists, first set the Main File List's settings as needed.

## **Step 5: Place the Shortcode**

[/] Shortcode

[eeSFL list="3"]

To display the list on your website, you simply add the list ID to the shortcode on your page:

```
[eeSFL list="3"]
```

This shortcode snippet is displayed at the upper right on the Admin Menu. You can also get shortcodes using the List Manager and Shortcode Builder.

If you omit the list attribute, the Main File List will be displayed. If the ID does not have an associated file list, no list will be displayed.

Use the settings tabs to define the list operation. If you need to place this list in an additional location, you can use Shortcode Attributes to over-ride the list settings.

Place the shortcode snippet into any Page, Post or Widget. As Administrator, you should see all options available for all lists. Be sure to test the file list visibility and operations permissions using a separate login.

File List modes and options can be changed at any time using the settings tabs.

# FAQs

#### Who is Simple File List for?

This script is for media companies, print houses, educational institutions, music sites, etc... Anyone who exchanges files with clients and customers, or within a group setting.

#### Are the file uploaded to the Media Library?

No, files are uploaded to a special folder inside your general WordPress uploads folder, or anywhere you specify.

#### Can I limit the access to my file to only logged-in users?

Yes, you can limit to Admins or anyone who is logged in. If you need further users access control, consider the <u>File Access Manager</u> extension\*.

#### Can people who upload overwrite existing files?

No, by default a file will not be overwritten. If a file is uploaded having the same name as one already present, a series number is appended to the name (filename\_(2).ext). If you don't want this, uncheck the box on the Upload Settings tab.

#### Why does the file sometimes get renamed when it is uploaded?

File names must adhere to the rules of web URLs. Some characters are not allowed and will make the file unreachable if used. These are replaced upon upload. <u>More Information</u>

#### Can I place different lists in different places?

Yes, you can put place your file list shortcode on different posts, pages and widgets. If you upgrade to the Pro version, you can even place different folders on your site.

#### Can I approve files before they appear on my website?

Using the Pro version, Yes. You will use two folders, one for an inbox and another for the outbox (approved files). When someone uploads a file to the inbox folder, you simply move it to the outbox folder if approved, where the files are displayed on your site. You will use two different shortcodes, one only showing the uploader, the other only showing the list. These can be on the same page. Example

#### Can I Force Acceptance of Terms Before Viewing or Uploading Files?

This isn't a part of Simple File List, but you can accomplish this with a little code added to your website theme. <u>Here's how</u>

#### How Do I Prevent Users From Downloading Files?

If users can view files, you cannot prevent them from downloading them. More Information

#### Can I Prevent Direct URL Access to My Files from Outside My Website?

Some website owners do not want anyone from outside their own site to be able to access the files in their list directly, sometimes called "hot linking". <u>Yes, you can prevent this.</u>

#### Are the files in the list searchable by Google and other search engines?

Only if you place a list on the front-end of your website which is viewable to the general public. If you choose USER, ADMIN or NO, in the List Settings these files will not be indexed by search engines.

#### Can I customize the appearance of the list and uploader?

Yes, the CSS is easily over-ridden, making it easy for anyone with CSS knowledge to customize the page design. <u>More Information</u>

#### Can I show the list above the upload form?

Yes, you can do this using two shortcodes:

[eeSFL showlist="YES" allowuploads="NO"]

```
[eeSFL showlist="NO" allowuploads="YES"]
```

#### Can I change the appearance of the date?

Yes, the file date format uses the format selected in your WordPress Settings. Go to Settings > General

#### Can I create custom behavior after an upload completes?

Yes, you can hook into the actions "eeSFL\_UploadCompleted" and "eeSFL\_UploadCompletedAdmin" and do pretty much anything you want upon upload completion.

#### What is the maximum upload file size?

This is a setting that you choose in the file configuration. The absolute maximum size allowed will depend on your hosting setup. which is automatically detected.

# **Getting Help**

#### What if I have trouble or need assistance? Will you help?

Yes! I enjoy helping people. Please contact me with any issues using the <u>Wordpress Forum</u> or via <u>Simple File List</u> website. I usually respond within 24 hours.

# **Website Resources**

The website has many helpful resources. Visit https://simplefilelist.com/documentation/

# **Known Issues**

These are some things that need improvement.

- Within the edit box, you cannot save a file name change and a description change at the same time. Thankfully the browser will remember your entry, so you can just click Save again.
- After creating a new folder, it does not appear in the "Move" select until the page is reloaded.
- If you place more than one shortcode on a page, only the first list will have uploading and file management abilities.