

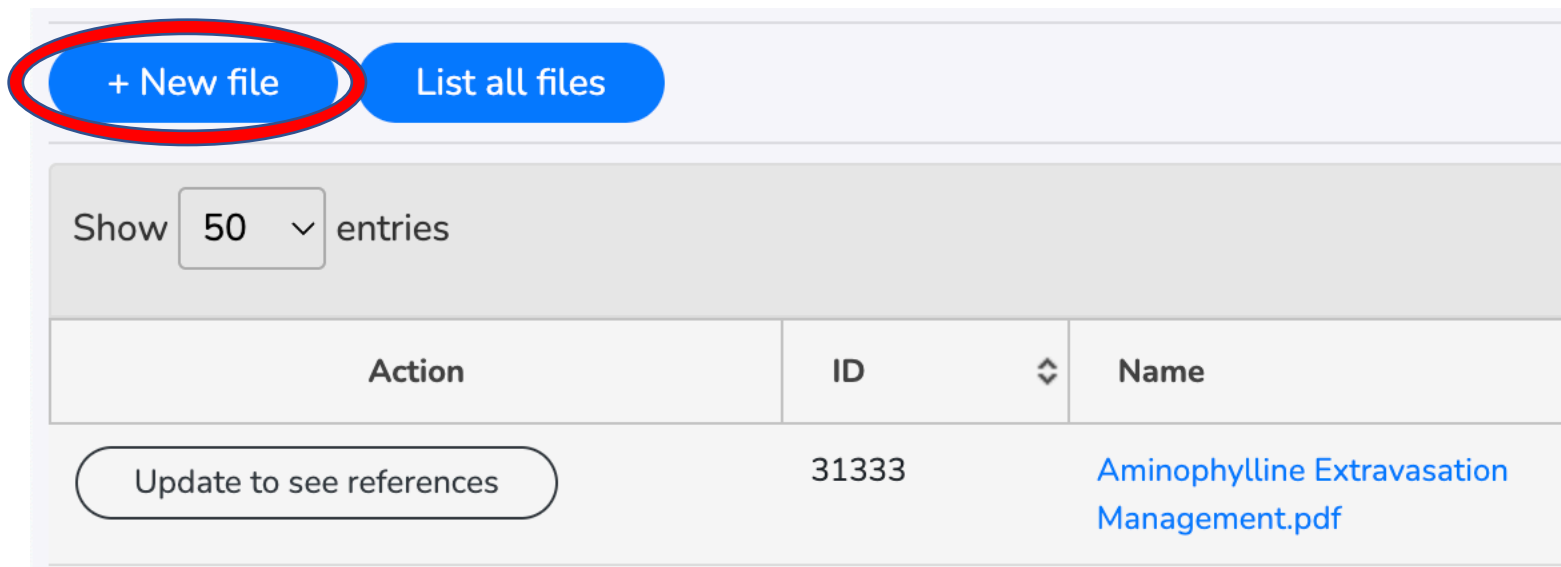
## New File Manager in Formweb:

Home Drugs News Boards Pages **Files** Styles Options Reports

 Try our Support Portal or Request training

The first thing you will see, is a list of your files.

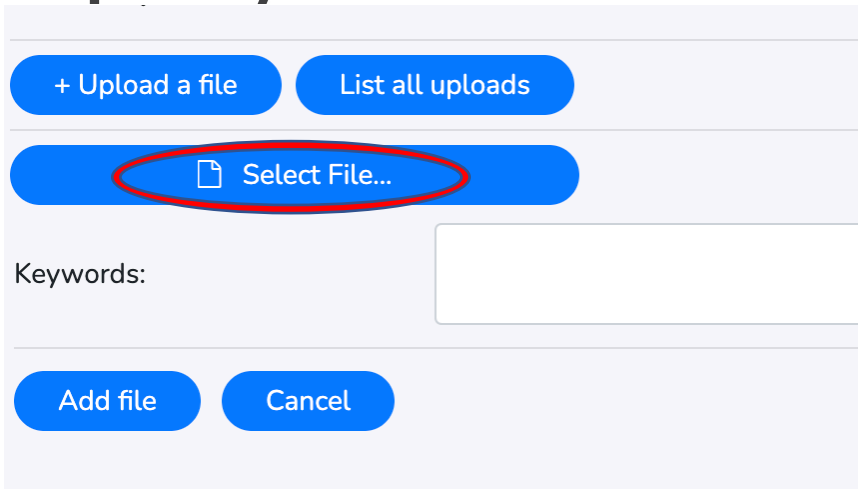
To Upload a new file:



The screenshot shows the File Manager interface. At the top, there are two blue buttons: "+ New file" (circled in red) and "List all files". Below the buttons, there is a "Show 50 entries" dropdown menu. The main content is a table with three columns: "Action", "ID", and "Name". The "Action" column contains a button "Update to see references". The "ID" column contains the value "31333". The "Name" column contains the text "Aminophylline Extravasation Management.pdf" in blue, which is a link.

Action	ID	Name
<a href="#">Update to see references</a>	31333	<a href="#">Aminophylline Extravasation Management.pdf</a>

Click "Select File". This will open a window on your computer. Navigate to where your file is located, and double click on it to select it. This will place your file in the upload queue.



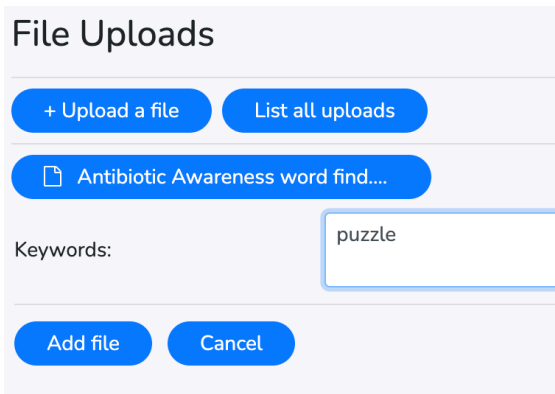
The interface shows a header with the Rpharmacy logo. Below it are two blue buttons: "+ Upload a file" and "List all uploads". A third blue button, "Select File...", is circled in red. Below the buttons is a "Keywords:" label and an empty text input field. At the bottom are two more blue buttons: "Add file" and "Cancel".

At this point you have the option to add keywords to assist you in future searches on your site.

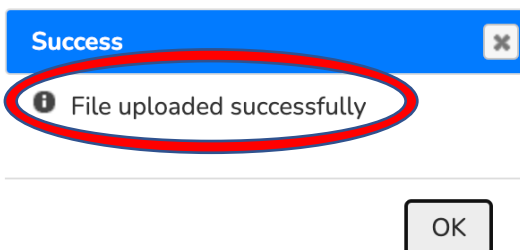


A search bar with the placeholder text "Search site..." and a magnifying glass icon. To the right is the Rpharmacy logo.

You can click "Add file" when you are ready to upload.



The "File Uploads" section has a header with the title "File Uploads". Below it are two blue buttons: "+ Upload a file" and "List all uploads". A third blue button, "Antibiotic Awareness word find...", is circled in blue. Below the buttons is a "Keywords:" label and a text input field containing the word "puzzle". At the bottom are two more blue buttons: "Add file" and "Cancel".



A blue success message box with the title "Success" and a close button (X). The message text "File uploaded successfully" is circled in red. Below the message box is an "OK" button.

After you click "OK", you will see a current list of your uploaded files.

# File Uploads

+ New file

List all files

Show  entries

Action	ID	Name
<a href="#">Update to see references</a>	31333	<a href="#">Aminophylline Extravasation Management.pdf</a>
<a href="#">Update</a> <a href="#">Delete</a>	30405	<a href="#">aur-eligible-antimicrobial-agents-2020.pdf</a>

From here you can right click on the letters in blue and select “copy link” to grab your link for posting to a page.

The other thing you might notice are the words “Update to see references” beside a file. This is there when a link to this file has been posted on your Formweb site.

# File Uploads

+ New file

List all files

Show 50 entries

Action	ID	Name
<a href="#">Update to see references</a>	31333	<a href="#">Aminophylline Extravasation Management.pdf</a>
<a href="#">Update</a> <a href="#">Delete</a>	30405	<a href="#">aur-eligible-antimicrobial-agents-2020.pdf</a>

If you click this button, you will see this:

Used in:

- Page  
Formulary Information ( id: 17)
- Generic Drug  
Referenced in Comments: ( id: morphine)

Where this file is being used

ID: 3  
Name: [Standard Continuous Infusion Concentrations.pdf](#)  
Timestamp: 2022-02-07 15:28:51  
Mime: application/pdf  
Keywords: concentration

[Save](#) [Cancel](#)

[Replace File...](#)

If you want to update or replace this file, select "replace file".

3  
Standard Continuous Infusion Concentrations.pdf  
[Replace File...](#)  
2022-02-07 15:28:51  
application/pdf  
concentration

Find and select your new file and click “Save”.

\*No need to worry about the file names being exactly the same. When you are in “Replace” mode, your new file name will automatically change to the old file name, and replace your old file.

ID: 3  
Standard Continuous Infusion Concentrations.pdf  
Name: [Standard Continuous Infusion Co...](#)  
Timestamp: 2022-02-01 16:02:37  
Mime: application/pdf  
Keywords: concentration

[Save](#) [Cancel](#)

You’ve just updated/replaced the file that was in use on a page. Notice your “Last updated” date/time.

# File Uploads

+ New file

List all files

Show  entries

Action	ID	Name
<input type="button" value="Update to see references"/>	31333	<a href="#">Aminophylline Extravasation Management.pdf</a>
<input type="button" value="Update"/> <input type="button" value="Delete"/>	30405	<a href="#">aur-eligible-antimicrobial-agents 2020.pdf</a>

If a file link has not been posted on your site, the “Delete” button will be available for you to remove the file from your archives.

If you want to delete a file with references, you will have to go to where the file is being used and remove the link. When you complete that step the “Delete” button will populate.

Questions? Email us at [schristen@rpharmacy.com](mailto:schristen@rpharmacy.com)