SIMPLE FILE LIST

Wordpress Plugin

Provides a List of Your Files on Your Website

Documentation

Notes

* These sections only applies to Simple File List Pro

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.

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 and file modification dates*.

The Admin File List

The Admin File List, on the back-end of your site, serves as the main location to manage your files and lists. Here you can add, edit and delete anything in the list. Use the Function Bar* at the top to create new folders and bulk edit checked items in the list.

Action Links

The links below the file name are the file's Action Link. These allow you to perform different operations on the item.

- **Open** - Open the file in a new browser tab.
  Note - The open link will only appear for file types that browsers can open.

- **Download** - Download the file directly to your computer or device.
  Folders are downloaded as a ZIP file, which is created and a download link proved for that.*

- **Edit** - Open an Edit Details dialog.
  Here you can rename, add/edit a description or modify the date* of the file.

- **Delete** - A conformation box will appear. If you choose OK, the file will be deleted.
  Deleted Files and Folders are gone FOREVER.

- **Move*** - Open a selection of folders where you may move this file or folder to.
  Whole folders and their sub-folders can be moved as easily as files.

- **Send*** - Open an overlay where you can dictate an email message.
  You can also add more files to be sent.
  The message will contain links to the files chosen.

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]

Note that only the Open and Download File Actions appear. If you want all of the Admin options shown on the front-end, check the **Allow Front Manage** option on the File List settings tab.

Displaying a Folder*

You can display any folder in your list by adding this shortcode attribute:

[eeSFL showfolder="folder-a/folder-b/folder-c"]

Simply add the path to the folder you wish to be displayed. Folder names are case sensitive, separated by a single forward slash. Use the Shortcode Builder to help if needed.

Folder Breadcrumb Trail*

The Breadcrumb trail allows you to know where you are within a folder hierarchy. You can see each folder above your current location and click on it to go there.

Shortcode Attributes
There are many optional shortcode attributes that allow you to over-ride your main file list settings. You will only need to use these when you are showing a list in multiple locations.

Before you post any shortcode, be sure to go through the plugin settings first...

Plugin Settings

Simple File List provides a full set of option settings to allow you to define exactly how you want the list to behave and be displayed. Click on the **Settings** tab on the back-end **File List** to go to the **File List Settings** options.

Settings are shown on three tabs: List Settings, Upload Settings, and Notification Settings.

File List Settings

File List Settings determine how your list appears and behaves. Use shortcode attributes to over-ride for secondary list locations.

File List Details*

File List Details

File List Name:	Simple File List

The name of this file list.

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.

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 other information.

* The free version does not allow changes and defaults to the information shown.

Behavior

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

Back-End Access: You can choose to show the Dashboard menu to user with a minimum Wordpress role.

Front-End Management: Allow file editing and deletion on the front side of the site.

If you check this box, ANYONE who can access the page/post using the shortcode will be able to delete or change files.

File List Behaviour

File List Access

Front-End Display | Show to Everyone

Determine who you will show the front-side list to.

Back-End Access | Contributers and Above

Determine who can access the back-side settings.

Front-End Management: ☐ Allow file deleting, renaming, etc...

Add the "File Access Manager" extension to give you much improved access control.

To create multiple lists, each with its own settings and greatly extend user access control, consider going Pro and adding the File Access Manager extension.

File List Display

Determine the file table columns to show on the front-end file list and customize the label for each item as needed.

Use Smooth Scroll
Automatically scroll down to the list after an upload or other action that refreshes the page.

This feature can be helpful if the file list is not near the top of the page.

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

Show Breadcrumb
On the front-end, the breadcrumb trail begins at "showfolder", defined in the shortcode.

File List Display

File List Table

Item	Show	Label
File Thumbnail	☑	Thumb
File Name	☑	Name
File Date	☑	Date
File Size	☑	Size

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

Use Smooth Scroll: ☑ Scroll to the List

Uses a JavaScript effect to scroll down to the top of the list after an action.

Show Header: ☑ Show the table header

Show the table header above the file list or not.

Show Breadcrumb: ☑ Home / Folder 1 / Folder 2

Show a breadcrumb trail navigation above the list.

File Sorting and Order

You can sort the file list by:

- Name
- Date Added
- Date Modified
- File Size
- Randomly

You can also choose the sorting order:

- Ascending (Going up)
- Descending (Going down)

File Sorting and Order

Sort By: ✓ File Name
Date File Added
Date File Changed
File Size
Random

Sort the list by name, date, file si...

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

Note - If Sort By is set to File Date Added, this is what will display in the Date column, otherwise it will show Date File Changed.

File List Performance

Disk Scanning*

The file list consists of an array of data stored in the Wordpress database. Fetching this data is much faster than scanning the physical disk upon each page load. But because changes outside of the plugin (using FTP or other means) need to be accounted for, periodic re-scanning is done. You can choose how often this occurs and whether it occurs as the file list loads or by a Wordpress background task.

If you rarely change your files outside of the plugin, use the manual-only option for the fastest performance. For each setting, you can always click the Re-Scan Files button on the Admin File List to force a re-scan of the disk. More About Scanning

Thumbnail Generation

Simple File List can automatically create thumbnail images from common image types, page 1 of PDF files, and the 1 second mark of video files. Your server must be compatible and have the required components for these features to work. Thumbnail checking and generation happens when files are uploaded and when the disk is scanned.

Performance

Reduce server load by only scanning the hard disk occasionally.

Disk Re-Scan: Scan Each Day ⌄

Choose to re-scan for external changes each time a page loads, each hour, once per day or manually.

Scan in Background: ☐

Background scanning may not work well in all environments.

Thumbnail Generation

You can choose to generate small representative images of large images, PDF files and videos files.

Image Thumbnails: ☑ Using: Wordpress

Read an image file and create a small thumbnail image.

PDF Thumbnails: ☑ Using: Image Magick
Using: GhostScript

Read a PDF file and create a representative thumbnail image based on the first page.

Video Thumbnails: ☑ Using FFmpeg

Read a video file and create a representative thumbnail image at the 1 second mark.

File Details

Show File Owner
If you choose to collect uploader information (see File Upload Settings), this information is attached to each file. This setting allows you to display this information on the front-end.

Show File Description
The file description will appear below the file name. Descriptions can be entered on the Admin File List, during a file upload or on the front side, if enabled.

Show Extension
Show or hide the file extension (.jpg) in the file name display. If you don't like the appearance of the extension, this setting allows you to remove it.

Preserve Spaces
Normally spaces in file names are replaced with hyphens to allow for valid URLs. If you don't like this, this setting will revert hyphens back to spaces in the display, but the actual links will still be good.

Show File Actions
Show file action links below each file name on the front-side list.

File Details

Show File Owner: ☐ Show on Front-End

Show the name of the user who uploaded the file.

Show File Description: ☑ Description of the file

Display the file description below the file name.

Show Extension: ☑ File Type

*Show or hide the file extension. "filename.**ext**"*

Preserve Spaces: ☐ Spaces in the File Name

Spaces in file names are replaced with hyphens in order to make the URL legal. This setting will put the spaces back.

Show File Actions: ☑ Open, Download, Copy Link.

Show Open Action: ☑ Opens the File

If the browser cannot open the file, it will prompt the user to download.

Show Download Action: ☑ Download the File

The browser will prompt the user to download the file.

Show Copy Action: ☑ Copy the File URL

Copies the URL for the file, which can then be pasted into a document.

Sending Files*

Allow File Sending
Choose to allow file sending. Clicking on the Action Link: Send will open an overlay in which users can dictate an email and choose additional files to be sent. Links to the file are added to the message. No files are attached.

Blind Copy Self
Choose to send an blind copy (BCC) of each Send File email to the list administrator.

Sending Files

Allow File Sending: ☑ Send via Email

Allow front-side users to email links to files.

Blind Copy Self: ☐ Also BCC to the FROM address.

Blind copy (BCC) the message to the From address used on the file send form.

File Folders*

Allow Folder Download
Allow front-end users to download entire folders and sub-folders as a ZIP file.

When users click the download link, a zip file is generated and a download link to that is presented.

ZIP files are temporarily stored in a temp directory, and deleted automatically each hour.

File Folders

Allow Folder Download: ☐ Download ZIP File

Allow front-end users to download entire folders and sub-folders as a ZIP file.

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

If unchecked, the count of items within the folder will be shown.

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

Show Folder Size
If unchecked, the count of items within the folder will be shown.

Upload Settings

Upload Restrictions

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

Allow Overwriting
Usually new files using an existing name will be renamed so current file is not changed. Check this box and existing files will be overwritten instead.

Get File Owner Information
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.

File Upload Restrictions

Allow File Upload | Only Logged in Users C ▾

Allow anyone to upload, only logged-in users, administrators or nobody.

Allow Overwriting: ☐ Do not number files, overwrite instead.

Existing files with the same name will be overwritten. Use with caution!

Get File Owner Information: ☑ Get name, email and description

Display a form which must be filled out before a file is uploaded; Name, Email, Description
If the user is logged in, the name and email will automatically be captured regardless. Descriptions are always optional.
This user information can be displayed along with the file.

Submissions are included within the upload notification email and added to the file details, which can be shown along with the file.

Upload Job Limits

Upload Limit
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
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

Upload Job Limits

Upload Limit: `10`
The maximum number of files that may be uploaded per submission.

Maximum File Size (MB): `256`
Your hosting limits the maximum file upload size to 256 MB.

Allowed File Types: `jpg, jpeg, png, tif, pdf, mov, mp4, mp3, zip`
Only use the file types you absolutely need, such as jpg, jpeg, png, pdf, mp4, etc

Show Upload Limits: ☑ Display upload restrictions on the front-end.
Show the user file size, number and file type restrictions.

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

Show Upload Limits
Show the user information about what can be uploaded: file size, number and file types.

File Limit: 10 files
Size Limit: 256 MB per file.
Types Allowed: jpg, jpeg, png, tif, pdf, mov, mp4, mp3, zip
Drag-and-drop files here or use the Browse button.

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

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

Notice Email: | mitch@elementengage.com

Send an email whenever a file is uploaded or changed. Separate multiple addresses with a comma.

Copy to Email

Copy to Email: | support@simplefilelist.com

Copy notice emails here.

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

Blind Copy to Email

Blind Copy to Email: | my.name@email.com

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 address.	

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 files. However, if you need more organizational features or have a large number of files, upgrade to **Simple File List Pro** to get new features and the ability to add extensions.

List Operations Bar

The List Operations Bar allows you to perform multiple tasks on your file list.

File List	Settings	Tools	Create Shortcode		Add Features	Author	Get Help →

Files: 11 | Folders: 1 | Sorted by: Name (Ascending)
Last Changed: December 24, 2020 — Upload Files — Re-Scan Files

Create Folder ⌄ | My New Folder | GO

Create a New Folder

Enter the new folder name in the text box and click Go.

Bulk Actions

You can apply common actions to a group of files or folders. Select the item checkboxes and then click the GO button.

Create Folder
✓ Apply Description
Move Items
Download Items
Delete Items

Apply Description
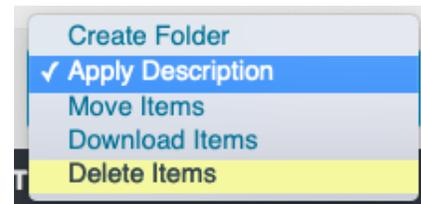Existing descriptions will be over-written

Move Items
Move selected items to a destination folder.

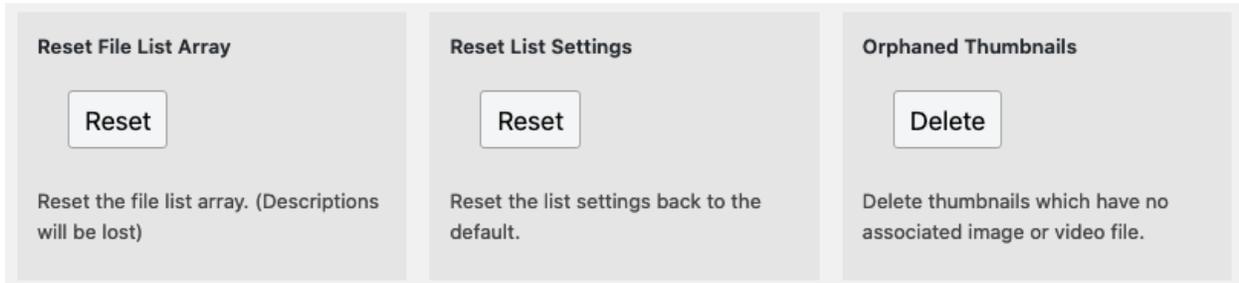**Download Items**
Download checked items as a ZIP file.

Delete Items
Delete each selected item. Deleted items are gone forever.

The Tools Tab

The Tools tab allows you options if things go wrong.

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.*

Raw Array Outputs

You can also see the raw array outputs for the current file list, the selected settings, the local environment and the runtime log. This information can be helpful if problems arise.

Pro Extensions

Search & Pagination

This extension adds searching and pagination functionality to Simple File List Pro. It is designed to make very large file lists more manageable.
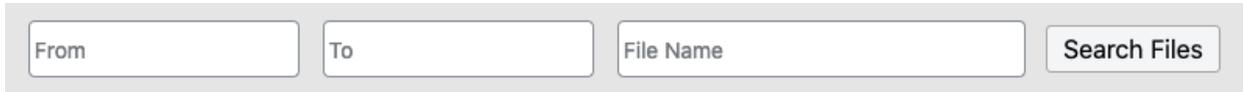
Clicking on a date entry box will bring up a date picker. You can search for file types by just typing in the extension (pdf).

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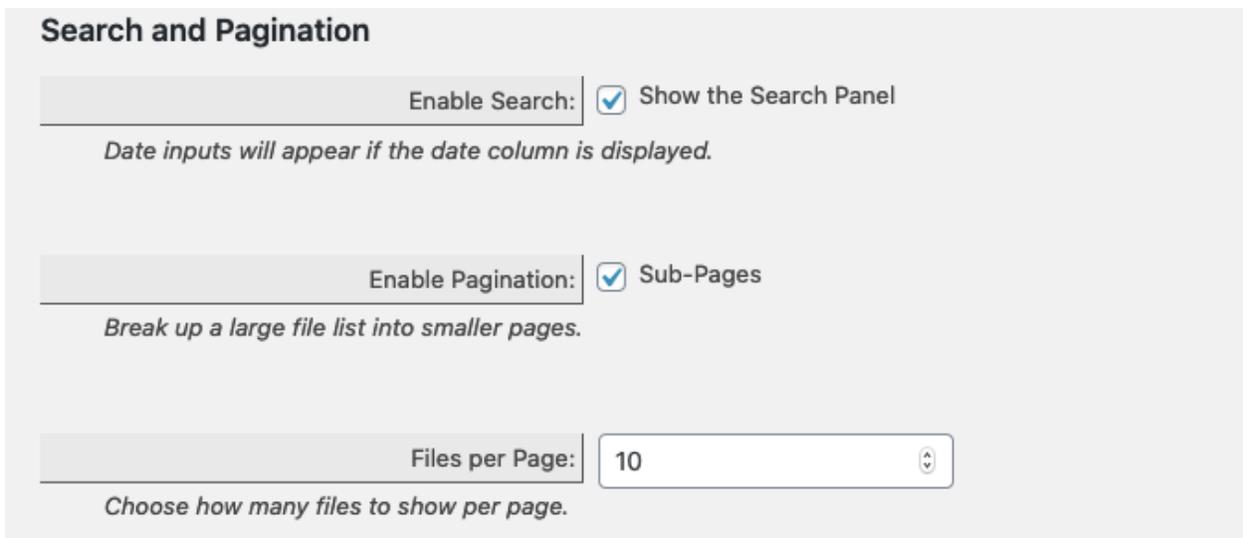
Use these options on the Display Settings tab to show the search form and pagination controls. You can also define how many files per page are shown.

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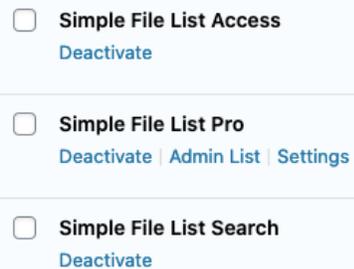
Choose to be notified by email for each file upload for all lists.

Getting Started with Access Manager

Step 1: Activate the File Access Manager

Make sure the main Simple File List plugin is active, then activate the File Access Manager extension plugin.

Go to the File List Pro settings menu.

☐ **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.

◯ **Limited Mode**: Limit access to Wordpress users who have a specific Wordpress role.

◯ **Group Mode**: Limit access to a group of Wordpress users.

◯ **User Mode**: Limit access to a specific Wordpress user.

◯ **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 deleting them.

Allow Copying to Other Lists: Match Role | Editor

Allow users to copy files and folders to other 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**
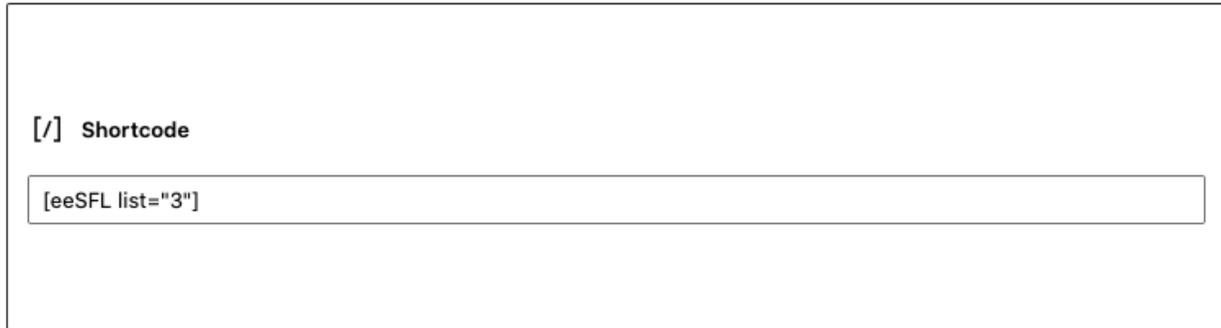
[eeSFL list="3"]

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 File Access Manager 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. More Information

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. Here's how

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". Yes, you can prevent this.

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. More Information

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 my support ticket system. I usually respond within 24 hours.

Website Resources

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