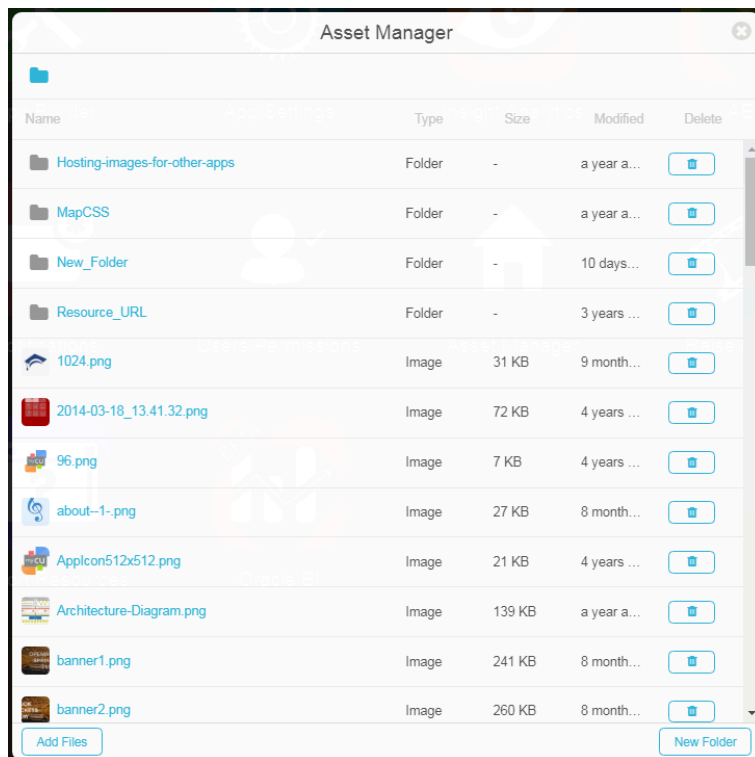


## Uploading and Managing Files with the Asset Manager

### Uploading Files with the Asset Manager

Several areas of the App Manager require you to upload files before you can use them. This applies, in particular, to images (including icons and maps) and CSS files.

You upload and manage files in the Asset Manager (**Asset Manager**).



#### Asset Manager

#### To upload files with the Asset Manager

1. Select **Add Files**.
2. Select one or more files and select **Open**. The files are uploaded to the current folder.
3. You can also drag and drop files from your computer (such as from Windows or Mac file explorer).

### Viewing Files with the Asset Manager

Each file row indicates the file type and the date it was uploaded. To see more details of the file, hover over the date.

---

**Note**

You can view file details as described above, but you cannot view actual files in the Asset Manager.

---

---

## Managing Folders with the Asset Manager

The Asset Manager contains files in a folder structure. You can create directories to organize your files.

- Select a folder to view the contents of the folder. Select somewhere in the breadcrumbs path at the top to return to a higher-level folder.
- To add a folder within the current folder, select **New Folder** and enter a unique folder name.

---

## Deleting Files and Folders with the Asset Manager

You need either the **Resource : Can delete resources** role or all permissions, in order to delete files from the Asset Manager.

### To Delete Files and Folders

1. Select the trash icon in the row.
2. Select **Yes > Delete it** in the confirmation dialog box.

As noted in the confirmation dialog box, devices might cache images with a specific name. Therefore, when you want to replace an image, it is recommended to upload an image with a different name and add the new image where it is required. This forces the app to load the new image instead of pulling it from a cache on the device.