

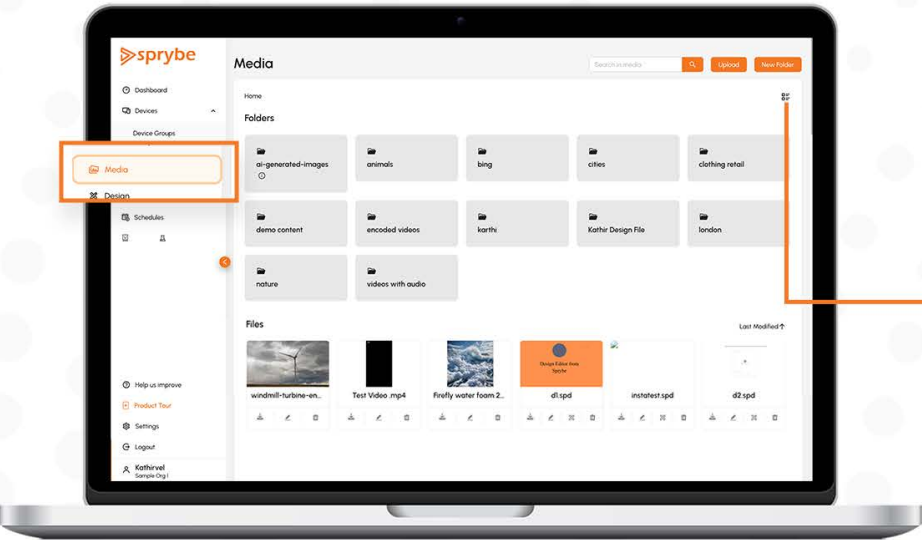


Web Portal User Manual



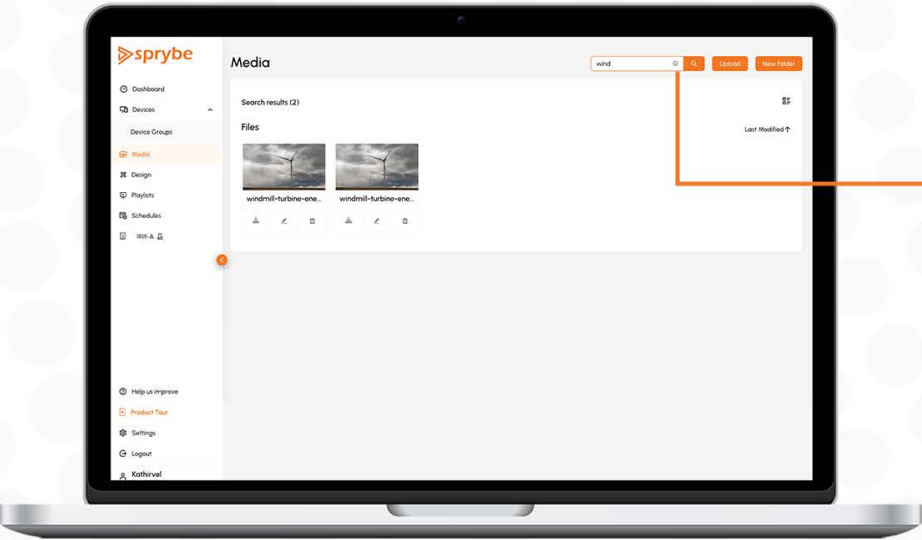
## Media Section

## Step 1: Access Devices Page



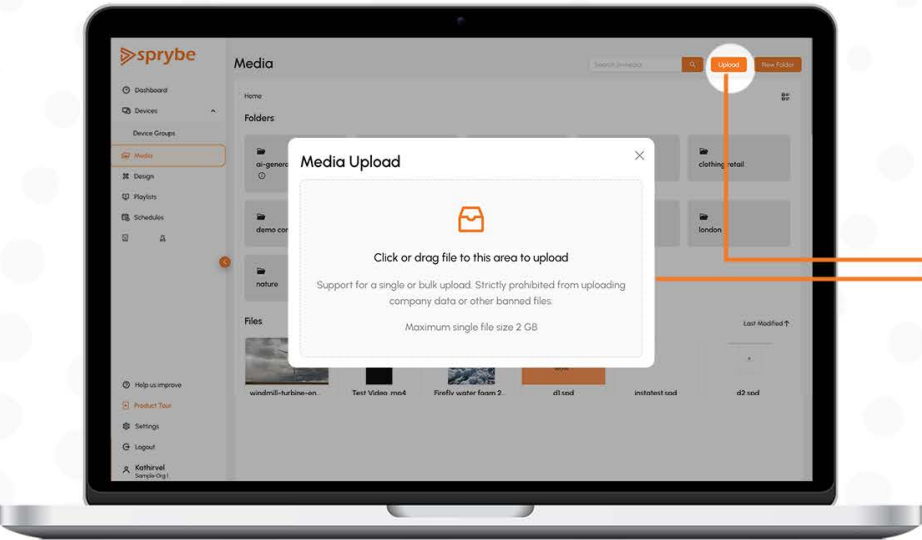
- Navigate to the "Media" section of Sprybe web portal.
- By default, the view is set to "Grid." You can switch between "Grid" and "List" views using the toggle switch.

## Step 2: Global Media Search



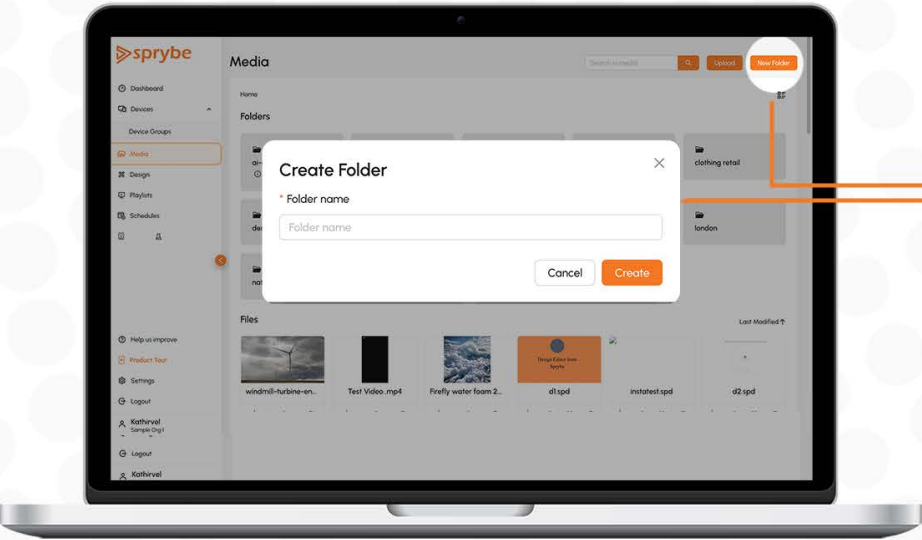
Use the global search box to search for media across all folders. Enter keywords and click the search icon.

Step 3: Uploading Files



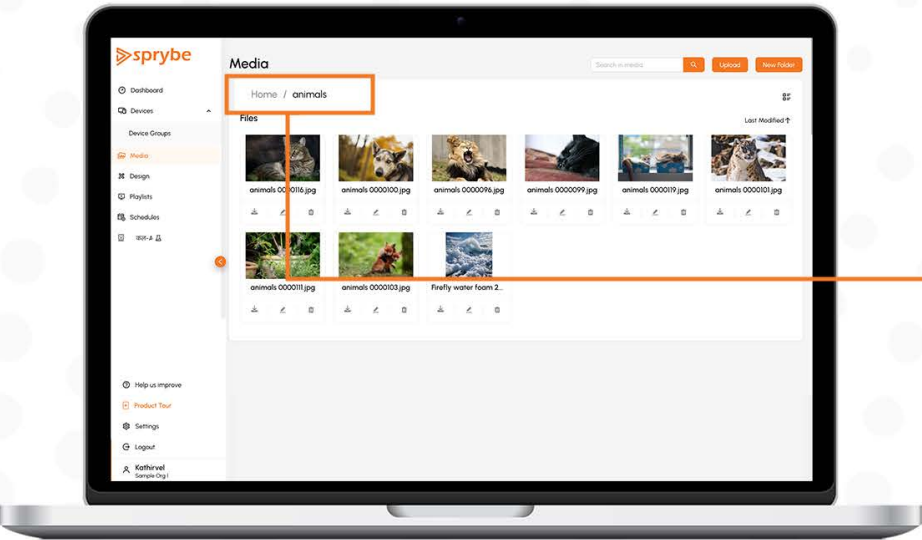
To upload files, click the "Upload" button. A modal will appear, allowing you to either select files or drag and drop them.

Step 4: Creating a New Folder



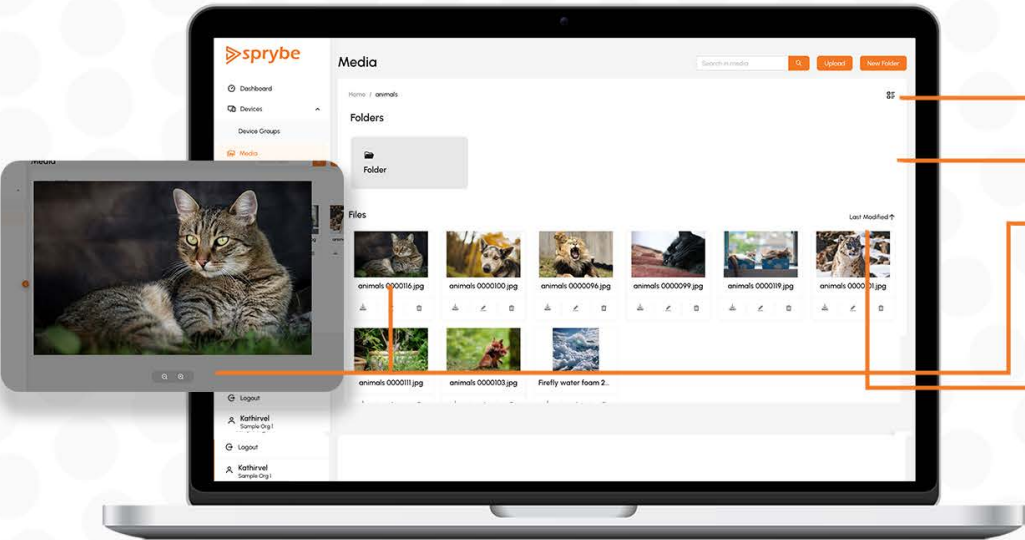
Click on "New Folder" to create a new folder within the current directory.

## Step 5: Browsing and Navigation



Utilize breadcrumbs to navigate between folders. Click on a folder name to navigate directly to that folder.

## Step 6: Grid View Operations



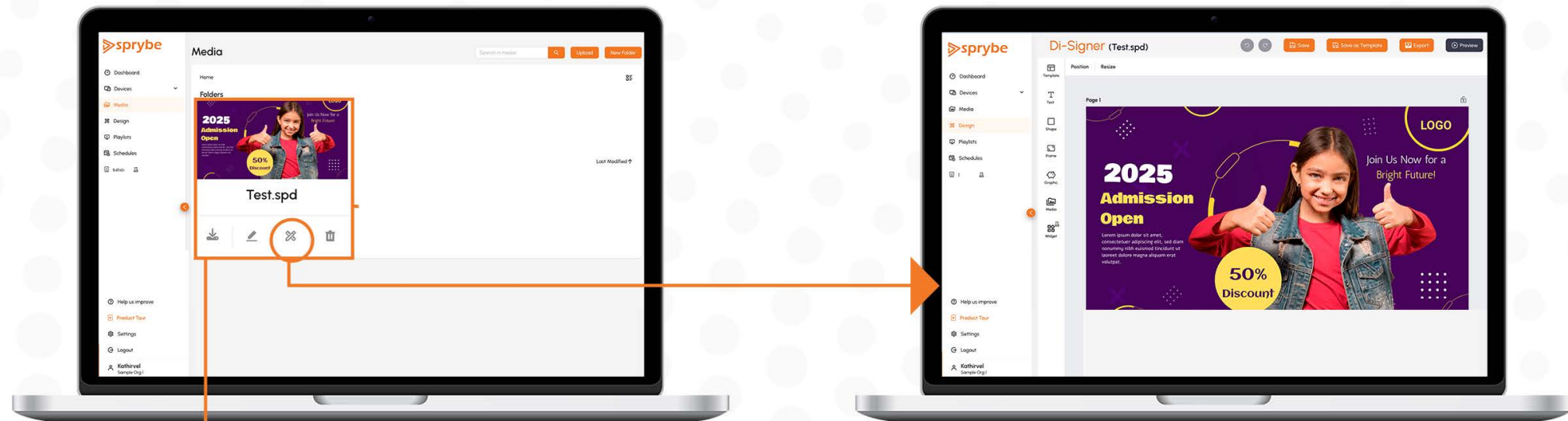
### Previewing and Interacting with Files

- In the Grid view, files are categorized into "Folders" and "Files."
- Click on a folder to navigate into it.
- Click on the file to open a preview. You can also download, rename, or delete the file.

Use the "Last Modified" option to organize files based on their modification date.

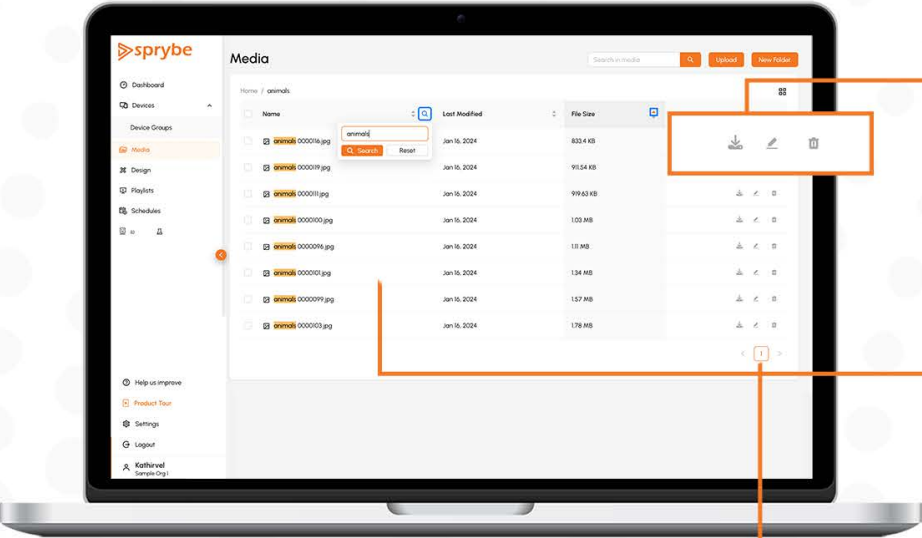


## Step 7: Design File



- In Design File, you can perform standard file operations (download, rename, delete) by clicking on the respective icons, just like with regular files.
- Additionally, an Edit option is provided for modifying the design file, which will navigate you to the Design Editor.

## Step 8: List View Operations



### Sorting and Operations

- In the List view, you can sort files by name, last modified date, and file size.
- Perform file operations (download, rename, delete) by clicking on the respective icons.

### Searching Within a Folder

- Use column header search options to search within a folder by file name.

### Pagination

- In List view, pagination options are available at the bottom to navigate to the next set of files within the current folder.