

A user interface for global-level administration of files stored by the system is located in the **System** application on the **Files** tab. This part of the user interface is divided into tabs described in the following text.

Test tab

On the **Test** tab, you can perform a test that verifies the system's access to the file system. The test consists of the following steps:

1. Creation of a testing folder and file
2. Modification of the testing file
3. Deletion of the testing folder and file

Click **Test files** to perform the test.

Attachments tab

On the **Attachments** tab, you can find a list of page attachments stored by the system. Based on selection in the **Site** drop-down list, you can either select a site and view all page attachments on the site, or choose **(all)** to view all page attachments on all websites in the system.

If there are 25 or more page attachments (or a different number set by means of the *CMSDefaultListingFilterLimit web.config* key), a filter is displayed above the grid. Using the filter, you can filter displayed attachments by their name, extension, size or depending on if they are stored in the database.

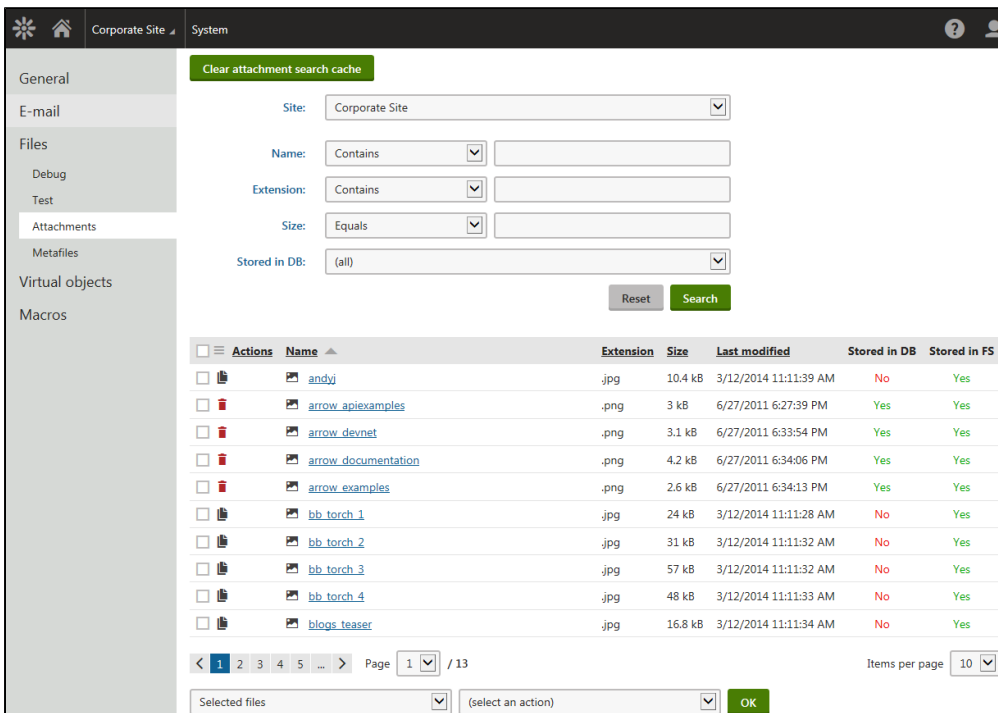
Depending on the values of the **Store files in** setting in **Settings -> System -> Files**, the system allows you to perform different page attachments management actions.

Use the two drop-down lists below the grid. In the first drop-down list, you can select:

- **Selected files** – performs the action for files selected using the check-boxes in the grid.
- **All files** – performs the action for all listed files.

Then you can select the required action from the second drop-down list and click **OK**.

- **Copy to database** – copies the attachment to the database. This action is only displayed if the attachment is stored only in the file system while settings are configured for files to be stored both in the file system and in the database.
- **Delete from database** – deletes the attachment from the database. This action is only displayed if the attachment is stored both in the file system and in the database while settings are configured for files to be stored only in the file system or to be stored both in the file system and in the database.
- **Copy to file system** – copies the attachment to the file system. This action is only displayed if the attachment is stored only in the database while settings are configured for files to be stored only in the file system or both in the file system and in the database.
- **Delete from file system** – deletes the attachment from the file system. This action is only displayed if the attachment is stored both in the file system and in the database while settings are configured for files to be stored only in the database.



Actions	Name	Extension	Size	Last modified	Stored in DB	Stored in FS
	andyj	.jpg	10.4 kB	3/12/2014 11:11:39 AM	No	Yes
	arrow_apieexamples	.png	3 kB	6/27/2011 6:27:39 PM	Yes	Yes
	arrow_devnet	.png	3.1 kB	6/27/2011 6:33:54 PM	Yes	Yes
	arrow_documentation	.png	4.2 kB	6/27/2011 6:34:06 PM	Yes	Yes
	arrow_examples	.png	2.6 kB	6/27/2011 6:34:13 PM	Yes	Yes
	bb_torch_1	.jpg	24 kB	3/12/2014 11:11:28 AM	No	Yes
	bb_torch_2	.jpg	31 kB	3/12/2014 11:11:32 AM	No	Yes
	bb_torch_3	.jpg	57 kB	3/12/2014 11:11:32 AM	No	Yes
	bb_torch_4	.jpg	48 kB	3/12/2014 11:11:33 AM	No	Yes
	blogs_teaser	.jpg	16.8 kB	3/12/2014 11:11:34 AM	No	Yes

Clearing the attachment search content

The Kentico [attachment search](#) feature allows users to search the text of attachment files along with the content of pages. The application stores the text extracted from page attachments in the database. When rebuilding page indexes, the search loads the "cached" attachment text from the database. The system only processes the file text directly for attachments that do not have any search content saved.

Click **Clear attachment search cache** in the header of the **Attachments** tab to remove the search content from the database for all attachments.

This allows you to rebuild your page indexes correctly in the following scenarios:

- After you apply a hotfix or upgrade that changes how the search indexes attachment files
- If you modify the functionality of a [custom search text extractor](#)

Metafiles tab

On the **Metafiles** tab, you can find a list of metafiles stored by the system. Based on selection in the **Site** drop-down list, you can select:

- **(all)** – displays all metafiles stored by the system.
- **(global)** – displays metafiles of global, i.e. not site-related objects.
- **<website>** – displays metafiles of site-related objects belonging to the selected site.

Using the **Object type** drop-down list, you can further limit which metafiles will be displayed. By selecting **(all)**, you get all metafiles that match the selection in the drop-down list above. The other options in the drop-down are particular object types, while choosing one displays only metafiles of these objects that match the selection in the drop-down list above.

If there are 25 or more metafiles (or a different number set by means of the `CMSDefaultListingFilterLimit web.config` key), a filter is displayed above the grid. Using the filter, you can filter displayed metafiles by their name, extension, size or depending on if they are stored in the database.

In the **Actions** column in the grid, action icons are displayed depending on the **Store files in file system** and **Store files in database** settings in **Settings -> System -> Files**. The displayed actions are the following.

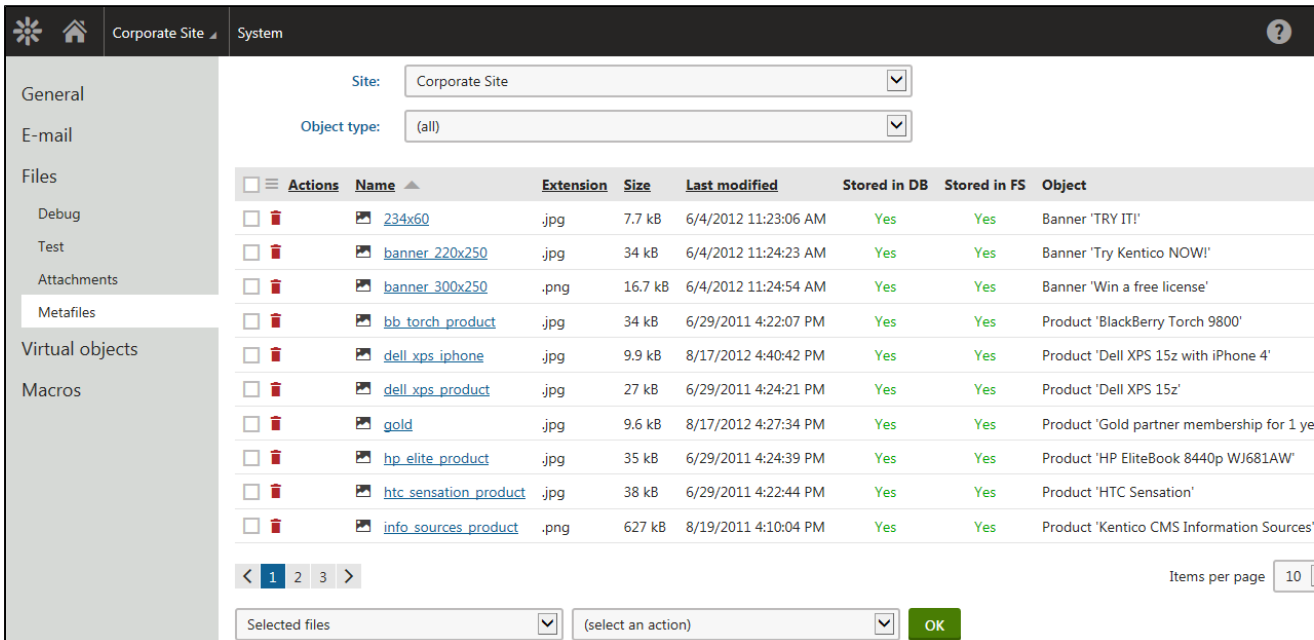
Depending on the values of the **Store files in** setting in **Settings -> System -> Files**, the system allows you to perform different metafiles management actions:

Use the two drop-down lists below the grid. In the first drop-down list, you can select:

- **Selected files** – performs the action for files selected using the check-boxes in the grid.
- **All files** – performs the action for all listed files.

Then you can select the required action from the second drop-down list and click **OK**.

- **Copy to database** – copies the metafile to the database. This action is only displayed if the metafile is stored only in the file system while settings are configured for files to be stored both in the file system and in the database.
- **Delete from database** – deletes the metafile from the database. This action is only displayed if the metafile is stored both in the file system and in the database while settings are configured for files to be stored only in the file system or to be stored both in the file system and in the database.
- **Copy to file system** – copies the metafile to the file system. This action is only displayed if the metafile is stored only in the database while settings are configured for files to be stored only in the file system or both in the file system and in the database.
- **Delete from file system** – deletes the metafile from the file system. This action is only displayed if the metafile is stored both in the file system and in the database while settings are configured for files to be stored only in the database.



Site: Corporate Site

Object type: (all)

Actions	Name	Extension	Size	Last modified	Stored in DB	Stored in FS	Object
<input type="checkbox"/>	234x60	.jpg	7.7 kB	6/4/2012 11:23:06 AM	Yes	Yes	Banner 'TRY IT!'
<input type="checkbox"/>	banner_220x250	.jpg	34 kB	6/4/2012 11:24:23 AM	Yes	Yes	Banner 'Try Kentico NOW!'
<input type="checkbox"/>	banner_300x250	.png	16.7 kB	6/4/2012 11:24:54 AM	Yes	Yes	Banner 'Win a free license'
<input type="checkbox"/>	bb_torch_product	.jpg	34 kB	6/29/2011 4:22:07 PM	Yes	Yes	Product 'BlackBerry Torch 9800'
<input type="checkbox"/>	dell_xps_iphone	.jpg	9.9 kB	8/17/2012 4:40:42 PM	Yes	Yes	Product 'Dell XPS 15z with iPhone 4'
<input type="checkbox"/>	dell_xps_product	.jpg	27 kB	6/29/2011 4:24:21 PM	Yes	Yes	Product 'Dell XPS 15z'
<input type="checkbox"/>	gold	.jpg	9.6 kB	8/17/2012 4:27:34 PM	Yes	Yes	Product 'Gold partner membership for 1 ye
<input type="checkbox"/>	hp_elite_product	.jpg	35 kB	6/29/2011 4:24:39 PM	Yes	Yes	Product 'HP EliteBook 8440p WJ681AW'
<input type="checkbox"/>	htc_sensation_product	.jpg	38 kB	6/29/2011 4:22:44 PM	Yes	Yes	Product 'HTC Sensation'
<input type="checkbox"/>	info_sources_product	.png	627 kB	8/19/2011 4:10:04 PM	Yes	Yes	Product 'Kentico CMS Information Sources'

< 1 2 3 >

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Selected files (select an action) OK