

# Documents Home Page

The Documents Module Home Page is an overview page for all the files stored in the Documents Module.

Documents Documents > Home INFO

⚠ 5 documents require your attention. [Review documents](#)







+ ADD DOCUMENT NEW FOLDER☰ ☰






RESET TABLE SETTINGS

<input type="checkbox"/> Title	Revision	Type	Revision date	Size	Owners	Tags	★
<input type="checkbox"/> <span style="color: #28a745;">■</span> ENTAC Resources (4)							⋮
<input type="checkbox"/> <span style="color: #007bff;">■</span> Policies (5)							⋮
<input type="checkbox"/> <span style="color: #28a745;">■</span> Procedures							⋮

Rows per page: 100 ▾ 1-3 of 3 < >

By default, the Folder/Files List on the home page shows all folders in alphabetical order followed by singular files in alphabetical order.

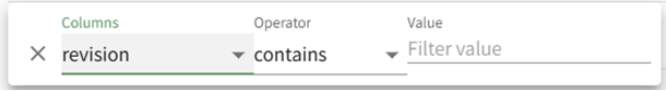

<b>Icons Used on the Documents Module Home Page</b>	
<b>Icon</b>	<b>Explanation</b>
⋮	The vertical three dot icon indicates there are context menu options available.
☰	The expand icon will expand all file titles.
☰	The filter icon will open the “Filter by Tag” box, showing all available Tags below the Documents header. The user can filter files and folders by Tags or choose to see only favorited files and folders
	The image icon indicates the file is one of the following image filetypes: .jpg , .jpeg , .webp , .gif , .bmp , .svg , or .png
	The video icon indicates the file is one of the following filetypes: .mp4 , .webm , .ogg
	The 3D icon indicates that the file is a 360° photo.
	The link icon indicates a file is a url file.
	The page icon is used for PDFs and any other filetypes that are not covered by the icons listed above.
	The folder icon indicates a folder. The number in parentheses to the right of the folder title indicates the quantity of files and / or folders that are stored within. Click the folder name to display the contents.

	<p>The folder with gear symbol icon indicates that default values have been set that will be applied to all files that are stored in the folder.</p> <p>Subfolders that are created within folders with default settings have the same defaults as the parent folder.</p>
	<p>A blue document icon indicates that the file has been designated as a public document.</p>
	<p>A blue folder icon indicates that the folder has been designated as public.</p> <p>Files/Folders that are not indicated as public can be placed in a public folder. The public folder does not change the permission of files stored in the folder.</p>
	<p>The star icon indicates that the document is a favorite, which is a default filter in the Documents Module.</p>
	<p>The home icon returns the user to the Documents Module Home Page.</p>

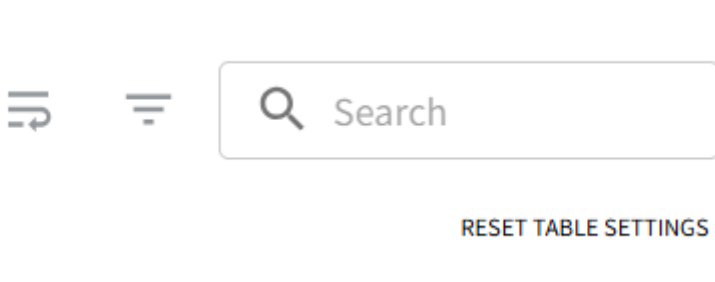
The column headings above the Folders/Files List are Title, Revision, Type, Revision Date, Size, and Tags. Hovering the cursor over a column heading title will display a vertical triple dot icon that indicates a context menu is available.

On the Folder/File List, hovering your cursor over the column header displays a vertical three dot icon that when clicked, opens a context menu. The options available vary based on the column header. All are explained in the table below.

Folder/File List Column Header Context Menu Option Explanation	
Option	Explanation
Sort by ASC	Selecting "Sort by ASC" lists all folders A-Z and then all files A-Z.
Sort by DESC	Selecting "Sort by DESC" lists all folder Z-A and then all files Z-A.
Unsort	Selecting "Unsort" from the context menu removes all filters that have been applied and returns the column heading filter formatting to the default Document List settings.

Filter	<p>Selecting “Filter” opens a modal that allows the user to customize their Folder/Files List filters.</p>  <p>A dropdown menu under Columns allows the user to select any of the Column Headings (title, revision, type, revision date, size, and favorites). A dropdown menu under operator allows the user to choose the preferred method of filtering and the user can enter the desired filter value in the Value field.</p>
Show Columns	<p>Selecting “Show Columns” from the context menu opens the Column Header modal. From this modal, the user has the ability to customize which column headers show on the Folders/Files List.</p> <p>The user’s customized selections will remain in place until they are manually changed again from the Column Header Modal.</p>  <p>The “actions” option controls the visibility of the vertical dot icon that opens the context menu.</p>
Hide	<p>Selecting "Hide" from the context menu is a quick link to remove the column header from the Folder/Files List without having to open the Column Header Modal.</p>

Below the search bar is a RESET TABLE SETTINGS link.



Clicking this link will reset the File/Folder List, making any hidden columns visible and removing any applied filters.