Site Content > Document Central

> View **Document Manager** video

The **Document Central** is the central location that all documents within the site can be found. It is important to realize that documents are not embedded in a web page. Documents on a website are "called" to a web page from a specific location (the Document Central). There are three parts to the Document Central.

1. Document Search
2. Document Folder Tree View
3. Document List

Document Search

To search for a particular document, click into the search document field, type the text you wish to search for and click the magnifying glass button 🔍 (or press enter).

This will search for a document name or document key word with the entered search term and generate a list of documents with all matching results (if any). You can either choose to take action on one of the documents in the results by clicking on that row and triggering the action menu, or click the **Back to List View** button to return to the initial Document Central menu.

You can also search for a particular document using the document ID. For example, if you are looking at the frontend and notice that a particular document is out of date, you can hover over the link to that document to see the URL. In the URL, there will be a number at the very end. This is the document ID. If you enter this ID in the search field you will be able to quic find the document that needs updating.

Document Folder Tree View

The document folder tree view displays the organizational folders for all the documents of the website. The tree view allows for easy access to all document folder levels within the built structure by quickly expanding [+] or contracting [-] relevant folders of the document central. You can use these folders, and the tree structure to more easily manage document placemen and organization.

When expanding a specific folder, you will see that folders immediate sub-folders (if any exist) and you will see any documents in that folder load in the table to the right of the tree view in the Image List.
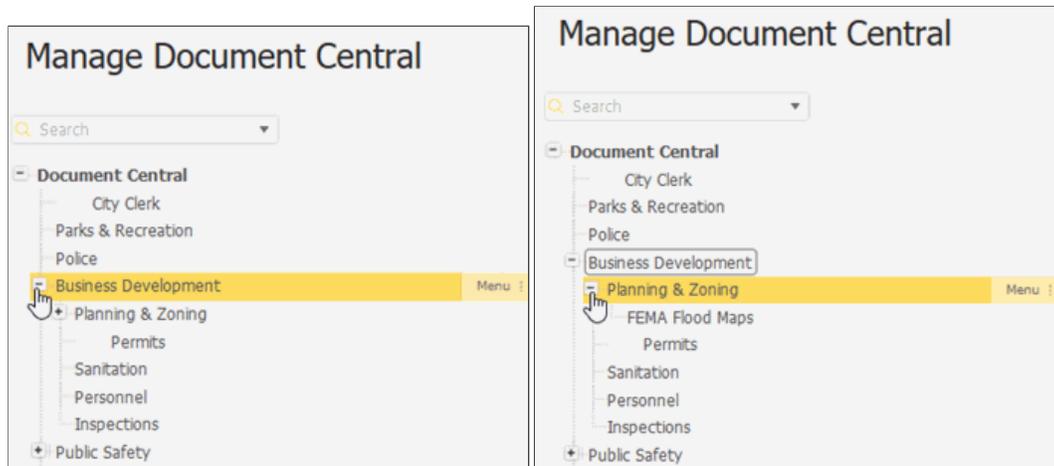
There will be a small move icon ⠿ next to each folder if you have move permissions. You can Drag-and-drop these folders as required to further organize each image folder.

Document List

The document list is a table that will display documents in the currently selected folder. When first loading the Document Central this list will be empty as there can be no documents plac into the root (initial) directory. Depending on your site's settings, the document list sorting can be manual sorting, where you can use drag and drop to sort the documents in the folder however you want, or the document list may be sorted alphabetically, or it may be sorted by the last updated date, with the most recently updated or added documents at the top of the lis
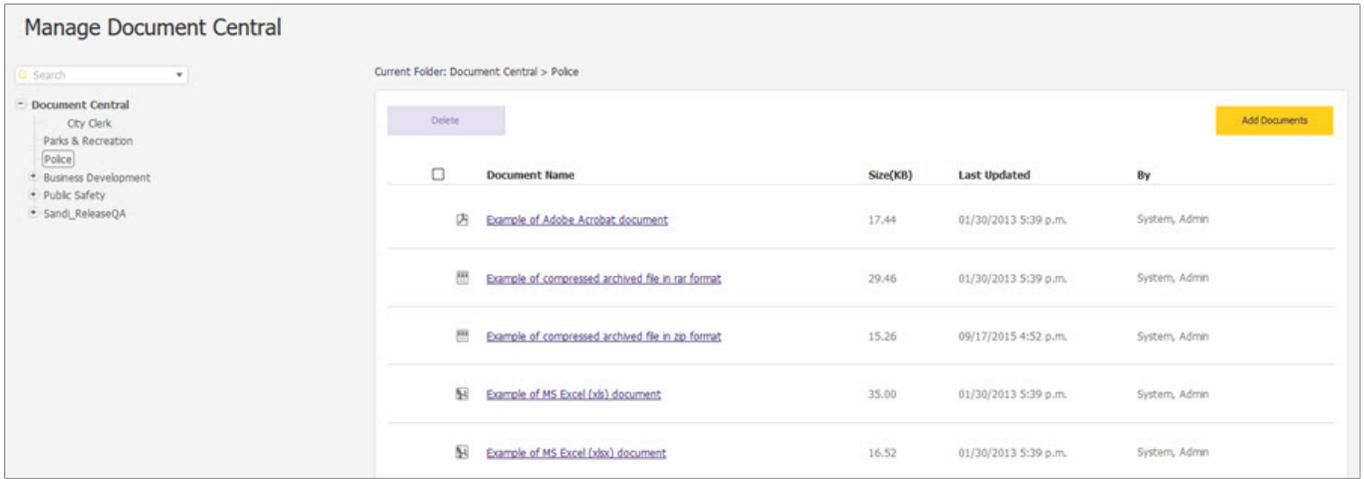
If there are many documents in a folder, you will see the **<< Load More >>** link at the bottom of the list. Click on this to load the next page of documents.

Click on a column header such as Document Name to sort the list by that header.

Below is an explanation of the items in the Document list table:

Document Type Icon	The icon of the document type that was uploaded or converted to when uploaded.
Sort Icon ⬆⬇	This allows you to drag & drop the document within the table list to sort the document up and down as required. **Note: you will not see this option if your site is set to sort documents alphabetically or by the last updated date. It will be disabled if you have clicked on a column header to sort by that column.**
Move Icon ▦	This allows you to drag & drop the image into a different document folder to the left to move it into a different folder location.
Document Name	The name of the document as it was placed into the VCMS.
Document Size	The size of the uploaded document in kilobytes (kb).
Last Updated	The date the document was last updated.
By	The user who last updated the document.

Document Manager | **All Videos**

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For more information on how to upload or modify documents, please see the following guides below.

- Add Documents
- Classic Upload Tool
- Bulk Process Documents
- Update Document
- Review Document
- Delete Document
- Move/Order Documents
- Document Folder
- Search Documents
- Show All Options