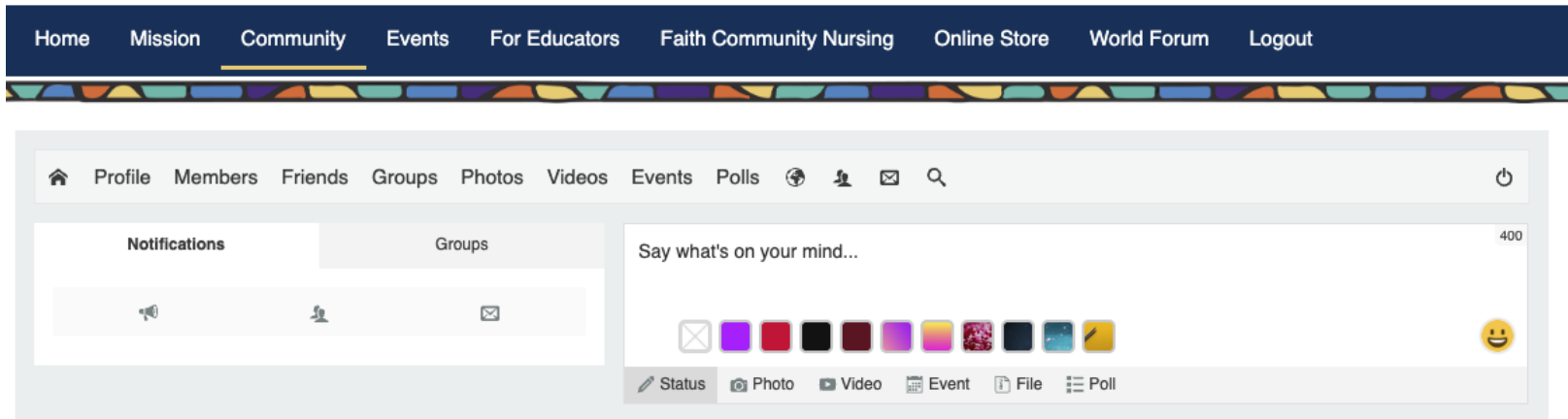


## File Functionalities in the Knowledge Sharing Platform (KSP)

### ➤ Feed / Activity Post Attachments

When a file is uploaded directly in the feed (status updates or wall posts), it is treated as “activity media.” These uploads are designed for quick sharing and conversation, and they behave like timeline posts, they scroll away over time and are not considered permanent document storage. For this reason, feed uploads are not indexed and do not appear in the **Files** tab.



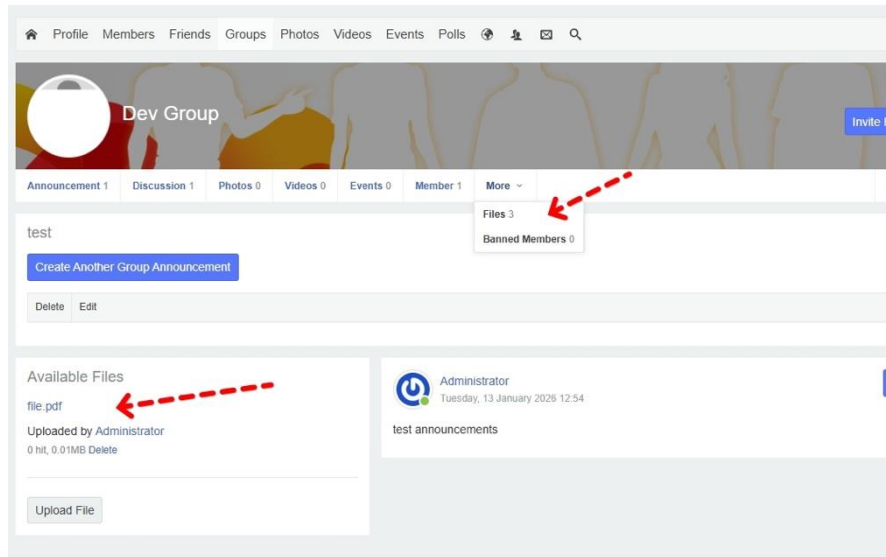
Files can be uploaded in the “Say what’s on your mind...” communication area of the KSP.

These files will move down the flow of posts and are not easily retrievable.

# File Functionalities in the Knowledge Sharing Platform (KSP)

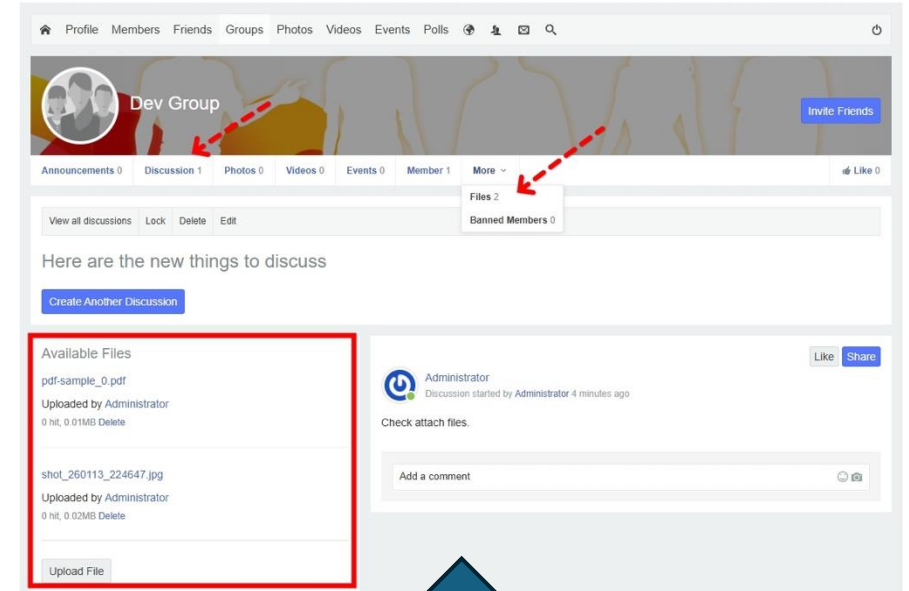
## ➤ Discussion & Announcement Attachments (Group Files)

When files are uploaded inside a Group Discussion or Announcement, JomSocial treats these as official Group documents. These files are stored in the Group's document system, indexed, and automatically shown in the **Files** tab. This is the correct method for storing permanent, organized, and easily searchable Group documents.



A Group Administrator can upload files.

Using these two options results in easily retrievable files.



A Discussion can be started by anyone in the Group and include the option for Group Members to upload files.