

Better Files By 1Sync - Usage Guide

Installation Guide

Better Files can be installed via the AppExchange.

**Install Better Files By 1Sync**
By 1Sync

☐
Install for Admins Only

☒
Install for All Users

☐
Install for Specific Profiles...

 You're installing a Non-Salesforce Application that is not authorized for distribution as part of Salesforce's AppExchange Partner Program. ⓘ

☒ I acknowledge that I'm installing a Non-Salesforce Application that is not authorized for distribution as part of Salesforce's AppExchange Partner Program.

Install

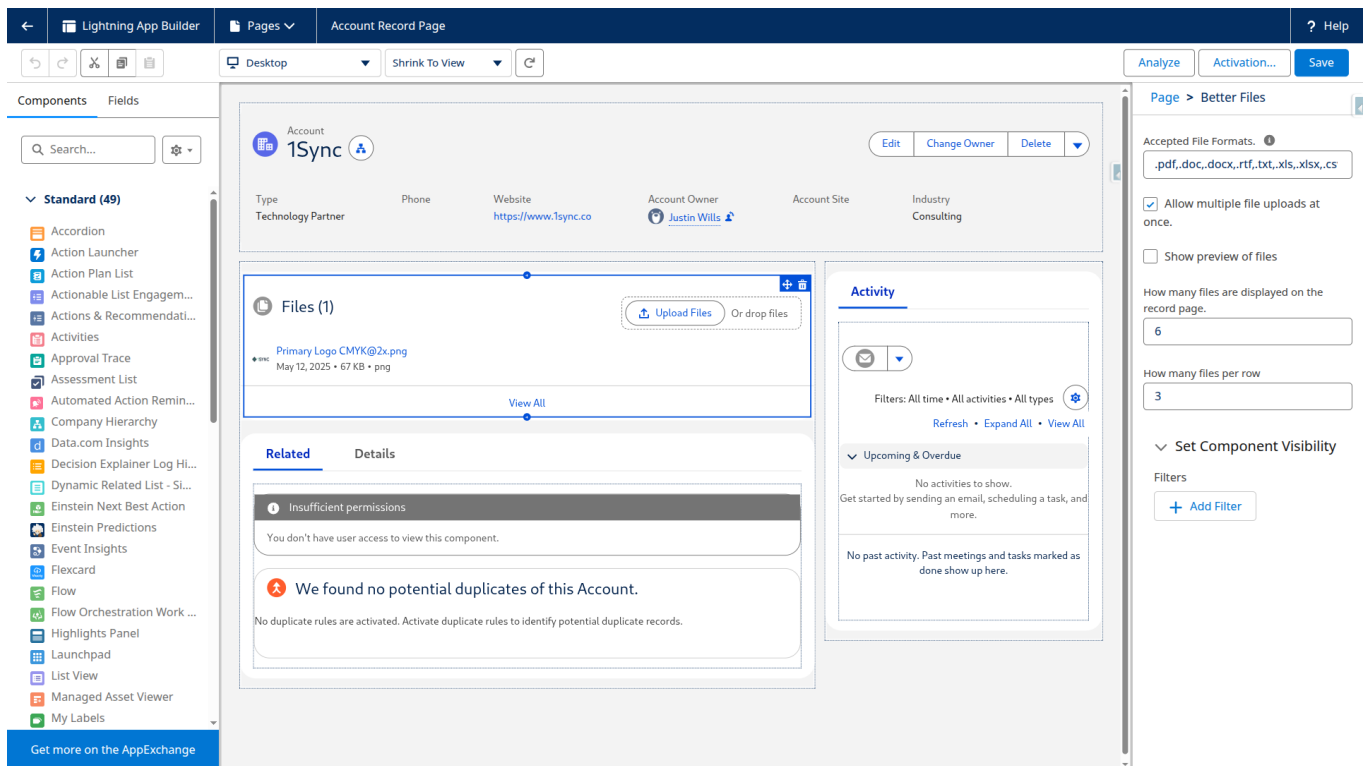
Cancel

App Name	Publisher	Version Name	Version Number
Better Files By 1Sync	1Sync	v1.0.0	1.0

Ensure to install for all users.

Configuration Guide

To configure, place the **Better Files** component on any record page. This will show the files related to the component.



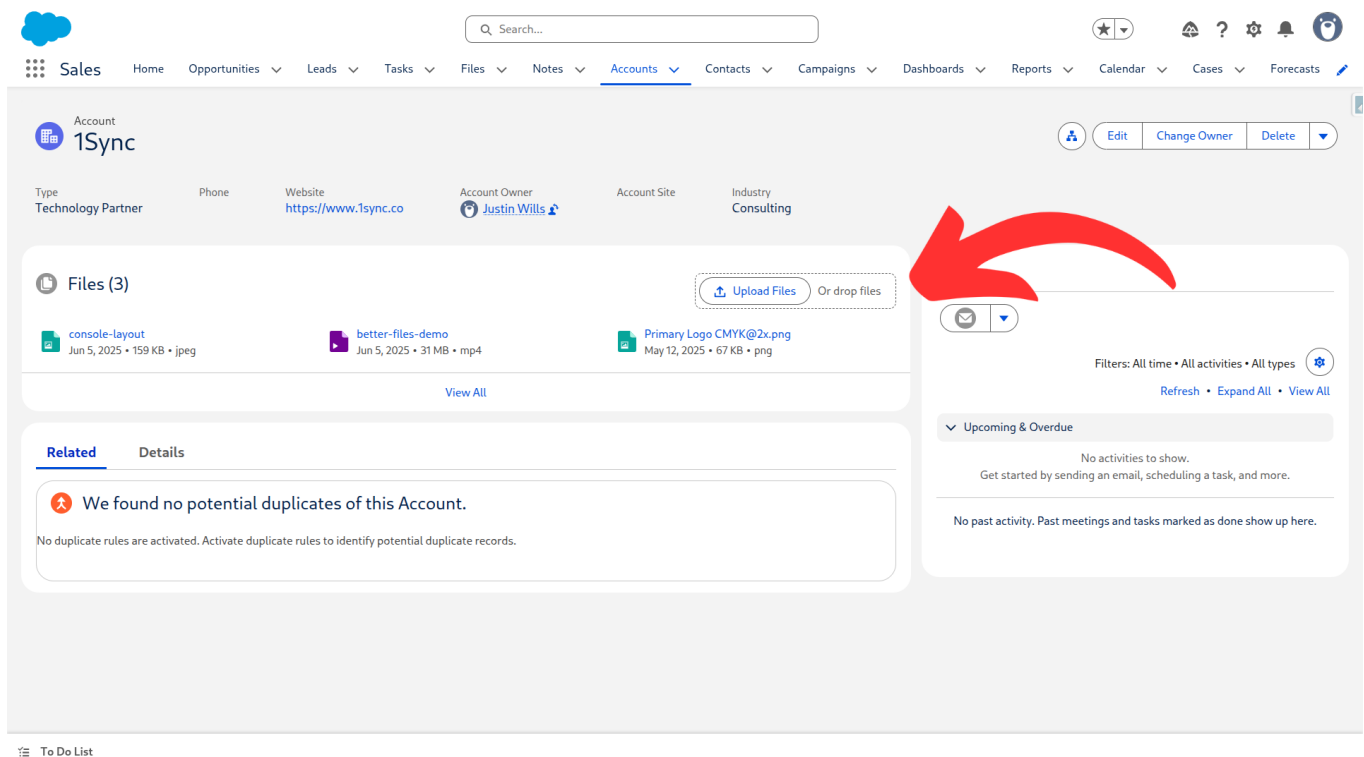
Additionally, the following can be configured:

- Accepted File Format - This specifies what file extensions are accepted e.g. **.pdf**, **.docx**, etc.
- Allow multiple file uploads at once - This allows the user to upload multiple files at once.
- Show Preview of files - This will render the file preview if available
- Files Displayed On the Record Page - This limits how many files are shown on the first screen

- Files Displayed Per Row - This divides the amount of files into rows when displaying on larger screen areas.

Usage Guide

To use, either upload files via the **Upload Files** button, or drag files onto the screen.



To view all files related to a record, click on the **Files** hyperlink at the top left of the card.

The screenshot shows a CRM interface with a top navigation bar containing 'Sales', 'Home', 'Opportunities', 'Leads', 'Tasks', 'Files', 'Notes', 'Accounts', 'Contacts', 'Campaigns', 'Dashboards', 'Reports', 'Calendar', 'Cases', and 'Forecasts'. Below this, a breadcrumb trail reads 'Account > 1Sync'. The main section is titled 'Files (3)' and shows '3 of 3 file(s) selected.' with a search bar and 'Download' and 'Delete' buttons. A table lists the files:

☒	Title	Last Modified Date	Last Modified By	File Size	
☒	Primary Logo CMYK@2x.png	May 12, 2025	Justin Wills	67 KB	⬇
☒	better-files-demo	Jun 5, 2025	Justin Wills	31 MB	⬇
☒	console-layout	Jun 5, 2025	Justin Wills	159 KB	⬇

Below the table, the text '1 - Select the desired files' and '2 - Press download or delete' is displayed with red arrows pointing to the selection checkboxes and the 'Download'/'Delete' buttons respectively.

To download or delete records, click on the **Files** component at the top left of the record page to open the related list component. Then, select the desired records to delete or download, and use the lightning buttons on the top right to perform the action.