



MediaFlow

WordPress Workspace Organizer

Version 1.5.1

WordPress workspace organization without changing original media URLs
Virtual folders, shortcuts and collections preserve standard WordPress attachment IDs and file paths.

MediaFlow by Semhub Tools

Support: semhubtools@gmail.com

Documentation for the commercial 1.5.1 release

1. Welcome to MediaFlow

This guide covers installation, daily media organization, workspace tools, editor integration, settings, safety and troubleshooting.

Feature	What it does
Virtual media folders	Organize WordPress attachments without changing the original upload path or URL.
Nested folders	Create folder hierarchies and drag folders onto other folders to nest them.
Drag and drop	Move one file or the current multi-selection to a folder, with persistent drop targets and edge auto-scroll.
Collections	Group references from media, plugins and assets without moving the underlying item.
Workspace organizers	Organize plugins and users in virtual groups; inspect local fonts and CSS/JS/SVG/JSON assets.
Editor integration	Use MediaFlow inside native WordPress media pickers and Elementor media selection workflows.
Review tools	Review matching filenames and attachments that may be unused; MediaFlow never auto-deletes candidates.

System requirements

- WordPress: 6.2 or later.
- PHP: 7.4 or later.
- ZIP downloads: PHP ZipArchive must be enabled on the server.
- Permissions: features follow the current user's WordPress capabilities.

Package contents

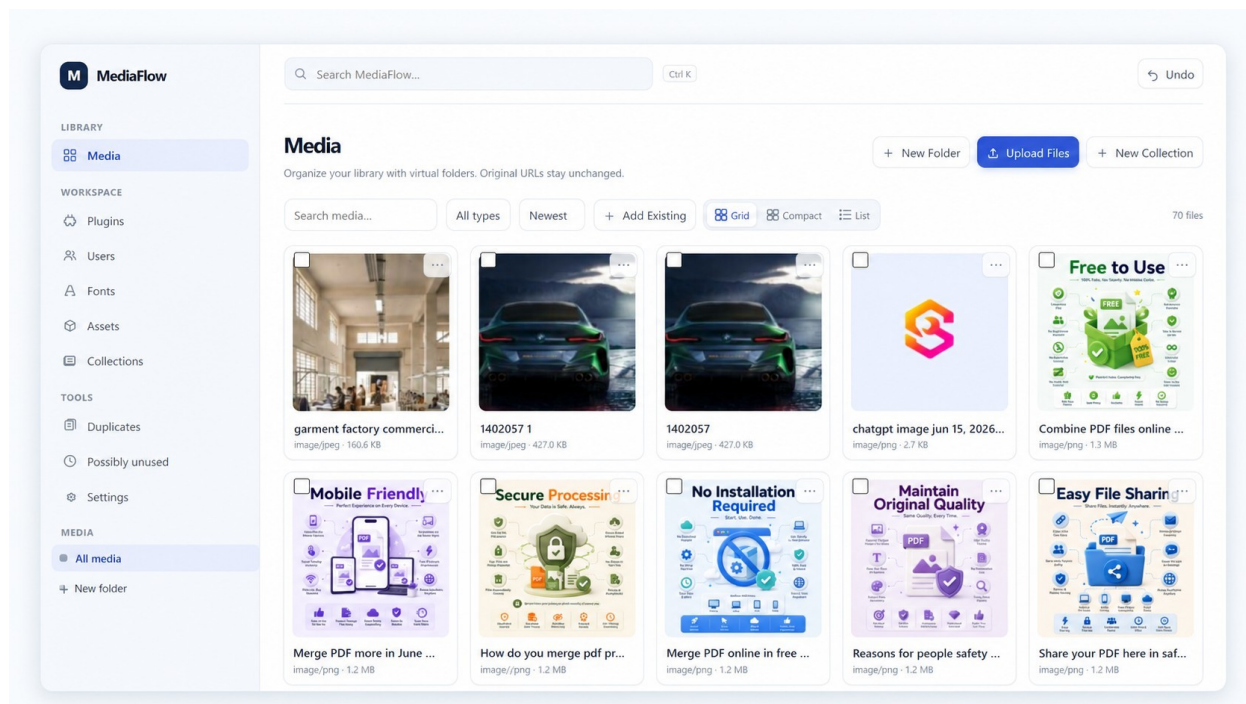
- mediaflow-1.5.1.zip - installable WordPress plugin
- MediaFlow-Documentation-1.5.1.pdf - full user manual
- MediaFlow-Quick-Start-1.5.1.pdf - fast setup guide
- Plugin package includes README.md, CHANGELOG.md, readme.txt, LICENSE.txt and SUPPORT.txt.

2. Installation and First Launch

Install MediaFlow like a standard WordPress plugin. No manual file copying is required.

1. Sign in to WordPress Admin.
2. Open Plugins > Add New Plugin > Upload Plugin.
3. Choose mediaflow-1.5.1.zip.
4. Select Install Now, then Activate Plugin.
5. Open MediaFlow from the WordPress admin sidebar.

Important Do not unzip the plugin package before uploading it through WordPress. Upload mediaflow-1.5.1.zip itself.



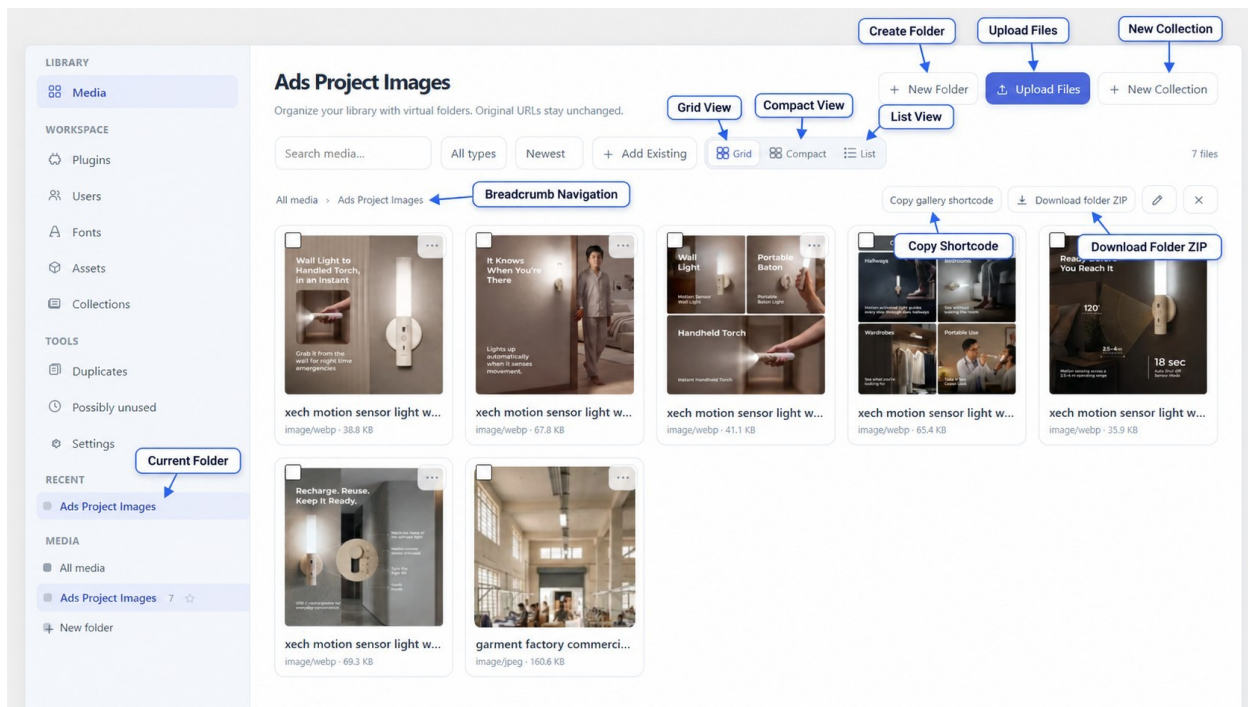
MediaFlow main workspace after activation.

First setup checklist

- Create one or two test media folders.
- Move a few attachments into a folder and confirm their public URLs remain unchanged.
- Open the WordPress media picker and confirm the MediaFlow entry appears.
- Review Settings before changing uninstall cleanup behavior.

3. Media Library Workspace

The Media section is the main organizer for WordPress attachments.



Folder controls, view controls, folder ZIP download and gallery shortcode actions.

Create and browse folders

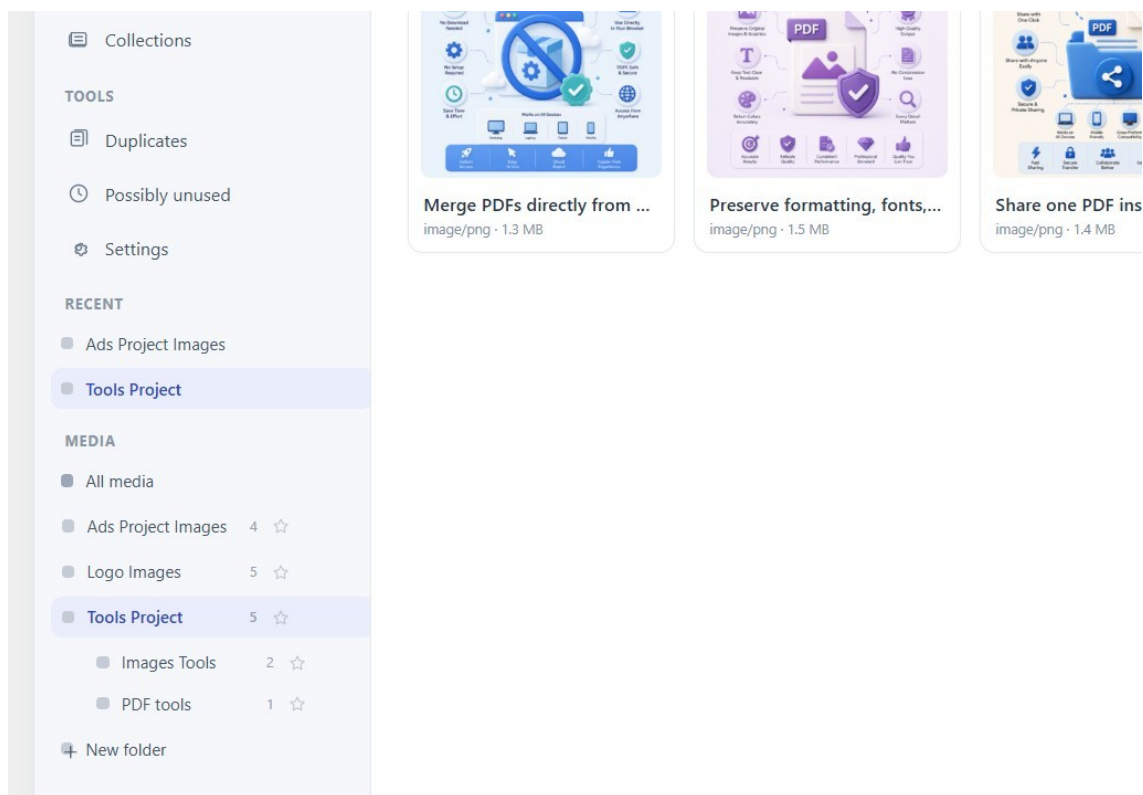
- Use New Folder in the header or sidebar.
- Creating a folder while viewing another folder creates it inside the current folder.
- Use the breadcrumb to return to a parent folder or All media.
- Deleting a MediaFlow folder removes organization only; it does not delete WordPress attachments.

Upload and add existing files

- Upload Files uses WordPress upload and assigns new attachments to the current folder.
- Add Existing opens the native WordPress media picker so existing attachments can be assigned to the current MediaFlow folder.

4. Nested Folders and Folder Navigation

Use folder hierarchies to separate projects, brands and asset types without changing the physical WordPress upload structure.



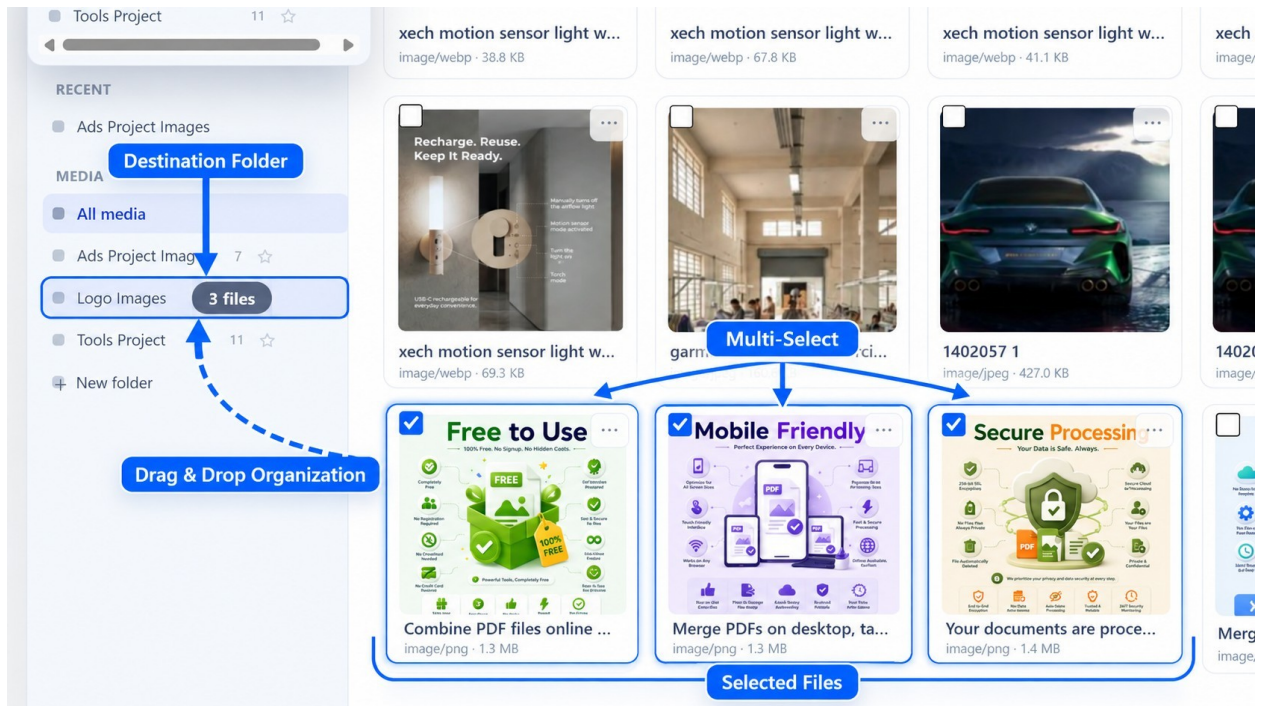
Example folder tree with a main folder and nested subfolders.

- Create a child folder while its parent folder is open.
- Drag one folder onto another folder to change its parent.
- Recent links are user-specific shortcuts to folders you opened recently.
- Folder counts show how many organized items are in a folder.

URL safety Moving an attachment between MediaFlow folders does not move the physical upload file and does not change its WordPress attachment ID or URL.

5. Drag, Drop and Multi-Select

MediaFlow supports large-library organization with persistent drop targets and edge auto-scroll during drag operations.



Multi-select files and drag the selected group to a folder.

Move multiple selected files

1. Select multiple media cards with their checkboxes.
2. Start dragging any card that is already part of the selection.
3. Drop the group onto the destination folder.
4. MediaFlow performs the folder relationship update in one organization operation.

Drag Assist

- A persistent Drop to Folder panel keeps folder destinations reachable during a drag.
- Edge auto-scroll lets you continue moving through the media area or folder panel while dragging.
- A multi-item drag indicator shows when the current selection is moving together.

6. Search, Sort, Views and Media Actions

Use search and display controls to work efficiently with larger libraries.

Feature	What it does
Search	Checks attachment title, caption, description, filename and image alt text.
Type filters	Images, video, audio and PDF.
Sort	Newest, oldest, title or filename.
Views	Grid, Compact and List; the preference is saved per user.
Edit Display Name	Changes the attachment title while preserving the original filename.
Add Shortcut	Shows the same attachment in another MediaFlow folder without duplicating the physical file.
Remove from This Folder	Removes only the virtual folder relationship.
Delete Permanently	Uses WordPress attachment deletion and may remove the file and generated sizes.

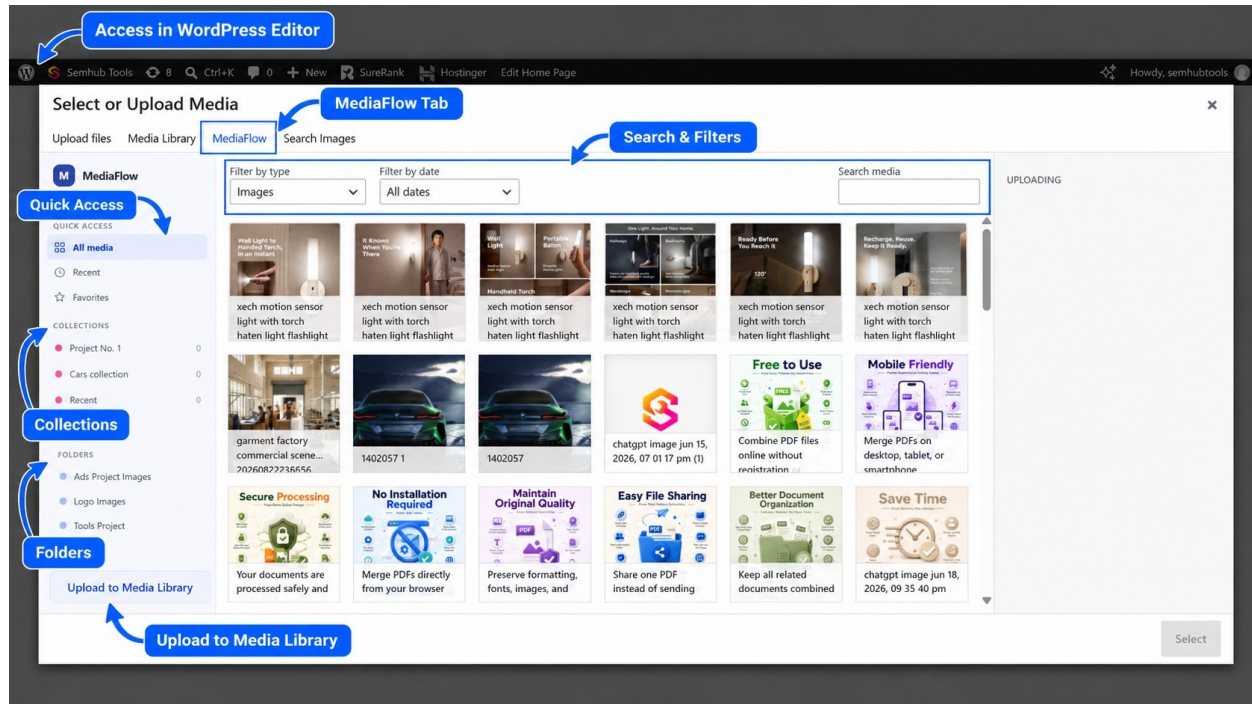
Permanent delete is destructive Use Delete Permanently only when you intend to delete the WordPress attachment itself. Existing posts, products or pages that reference it may be affected.

Folder utilities

- Download folder ZIP downloads accessible media from the current folder and preserves descendant-folder paths.
- Copy gallery shortcode copies a MediaFlow Gallery shortcode for the current folder.

7. WordPress Editor Integration

MediaFlow extends WordPress media selection while keeping standard WordPress attachment models and insert behavior.

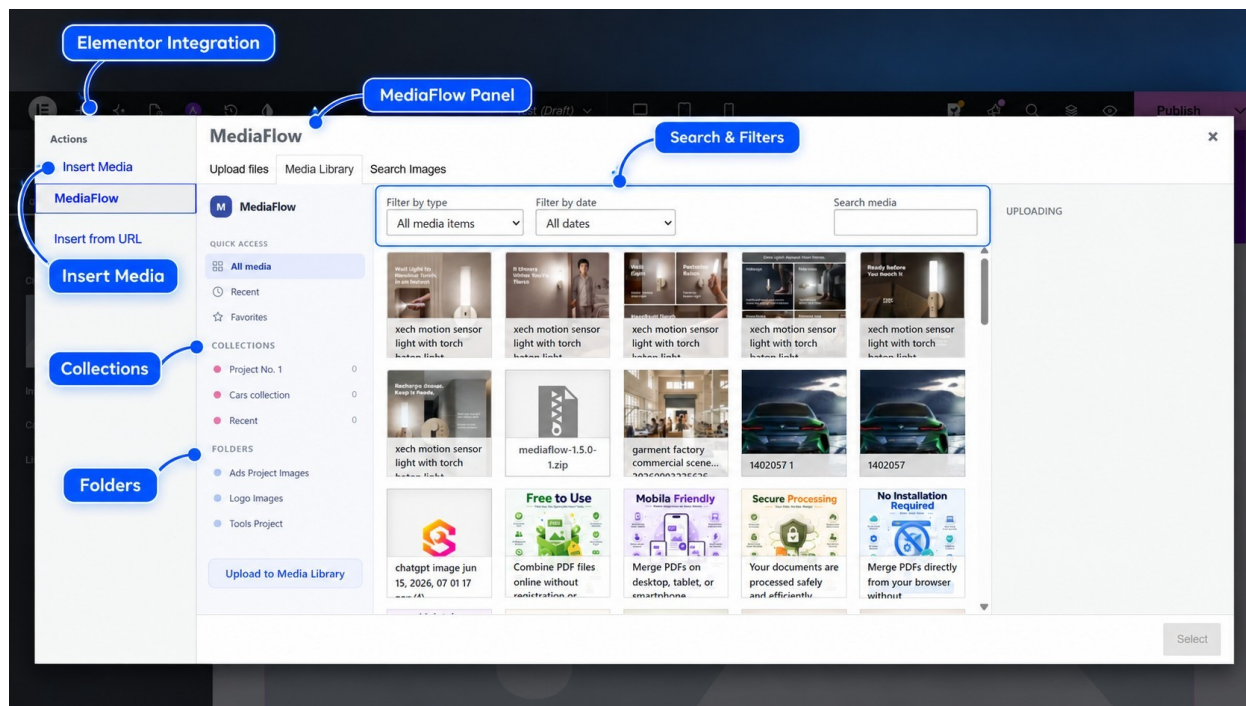


MediaFlow inside the normal WordPress media modal.

- In media modals that do not have a left-side MediaFlow entry, one top MediaFlow tab is used.
- The picker provides All media, Recent, Favorites, Collections and nested MediaFlow folders.
- WordPress search, type/date controls and normal selection behavior remain available.
- Files selected through MediaFlow remain standard WordPress attachments with unchanged IDs.
- Uploading while a MediaFlow folder is selected assigns the new attachment to that virtual folder.

8. Elementor Integration

Elementor uses a left-side MediaFlow action so organized media can be selected without leaving the editor workflow.

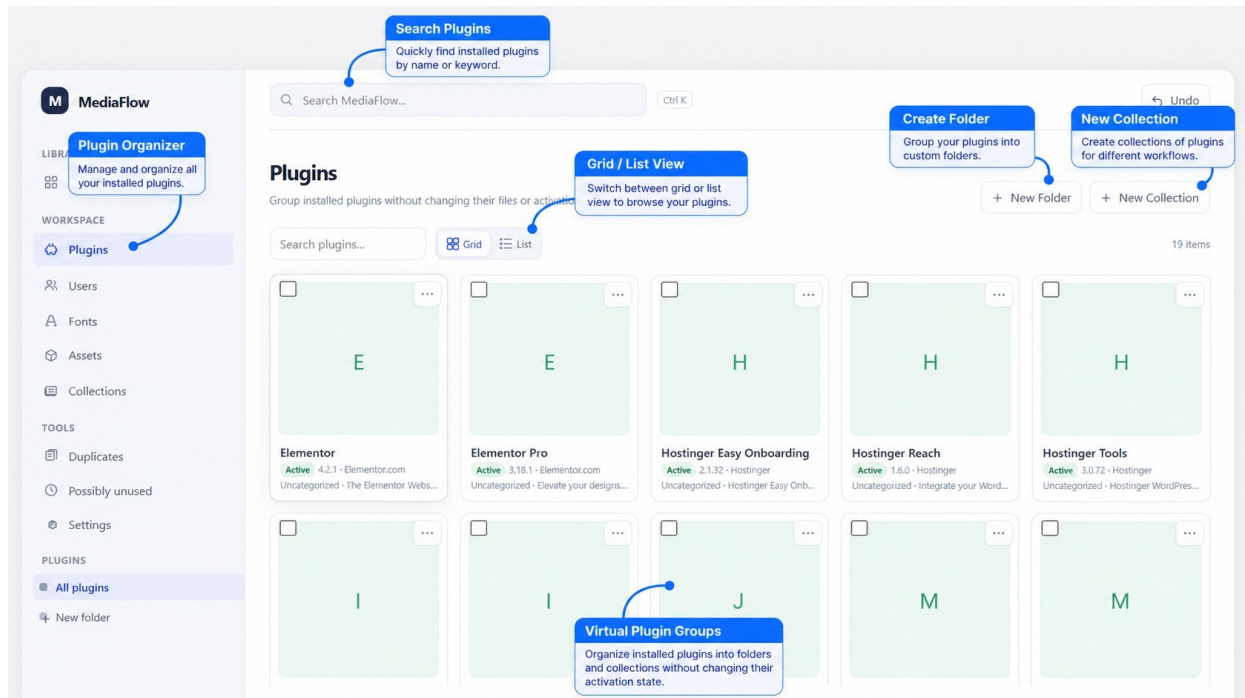


Elementor media selection with the MediaFlow folder browser.

- Open a media control in Elementor and choose MediaFlow from the left-side media action area.
- Browse Recent, Favorites, Collections or folders.
- Choose the required WordPress attachment and use the normal Select/Insert action.
- MediaFlow does not replace Elementor storage or change Elementor content data.

9. Plugin and User Organization

MediaFlow can group installed plugins and WordPress users without changing their native configuration.



Plugin Organizer with Grid/List views, folders and collections.

Plugins

- Group installed plugins in virtual folders.
- Grid and List views are available.
- Plugin List view can show status, version, author and folder labels.
- Grouping does not activate or deactivate plugins.
- Plugin organization requires `manage_options`.

Users

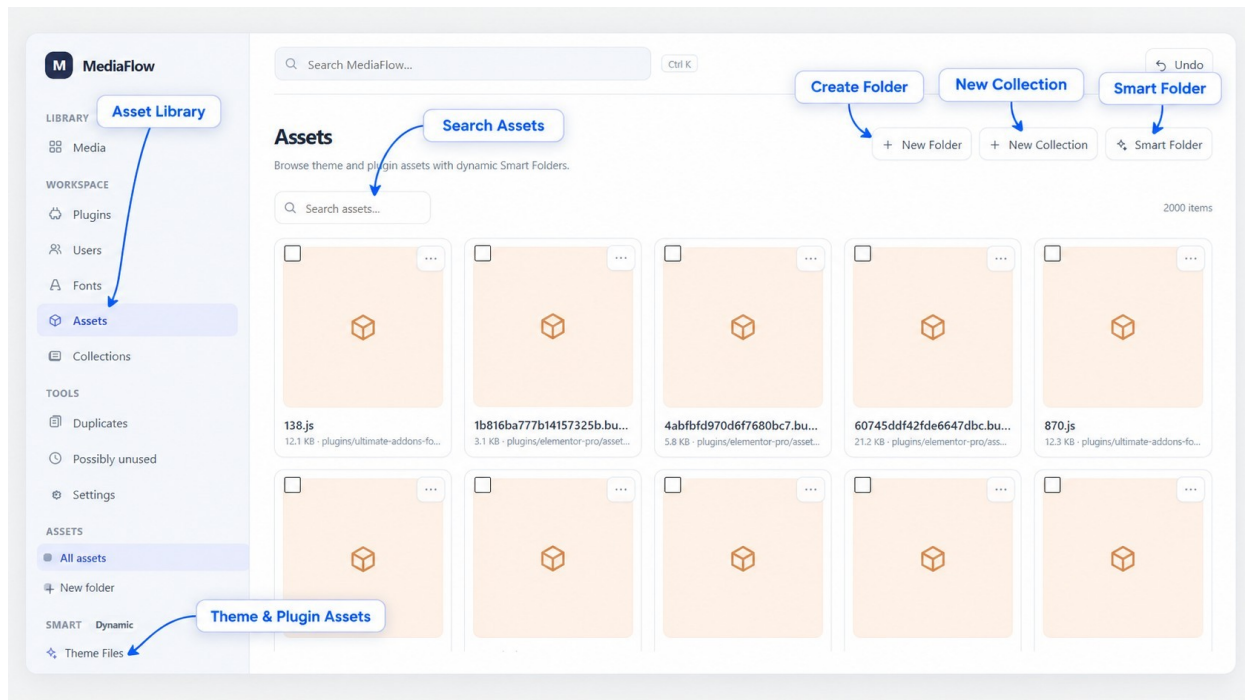
- Create virtual user groups without changing WordPress roles.
- User grouping is separate from WordPress role/capability management.
- The user workspace requires `list_users`.

Fonts

- MediaFlow indexes local font files found in theme and plugin locations.
- Font organization is for workspace/reference use; MediaFlow does not automatically rewrite theme CSS.

10. Assets and Smart Folders

The Assets workspace indexes local frontend files from theme and plugin directories for organization and inspection.

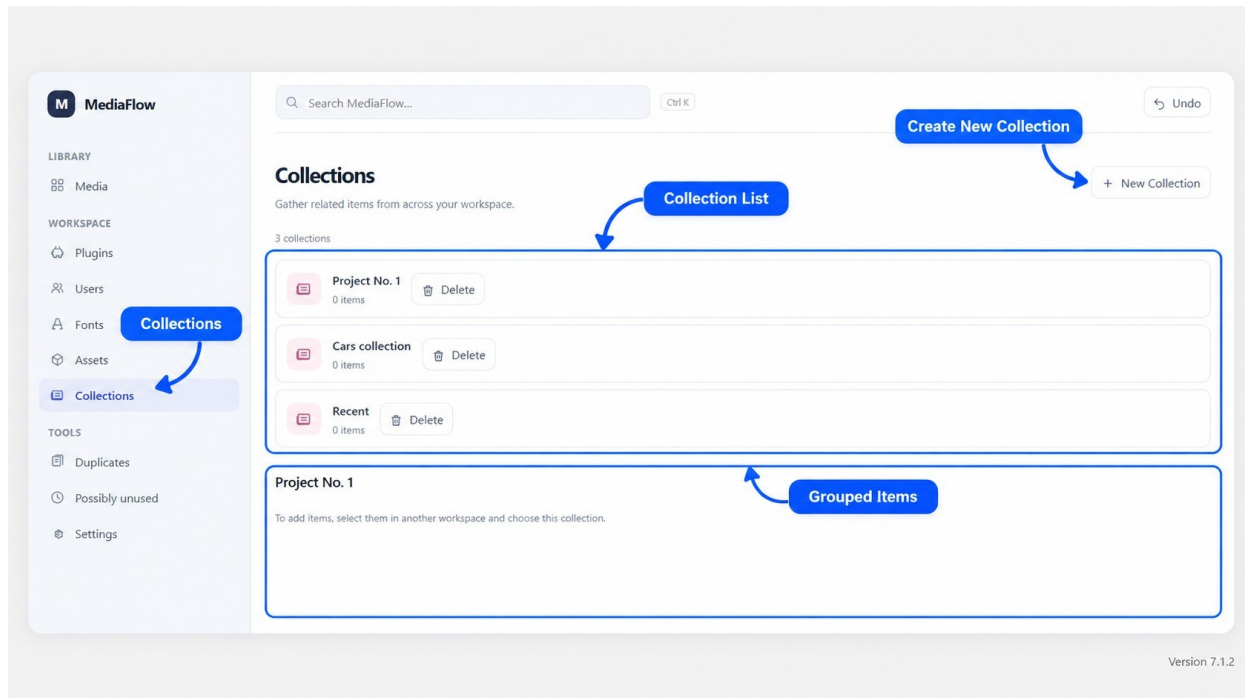


Assets workspace with New Folder, New Collection and Smart Folder controls.

- Asset types include CSS, JavaScript, SVG and JSON; fonts are indexed for the font workspace.
- Built-in Smart Folders can filter by source, type, modification date, size or matching basename.
- Create up to 20 personal Smart Folders using source, type and minimum-size rules.
- Text asset previews are read-only and limited to 256 KB.
- Asset indexing is capped at 2,000 files per asset type, scans to depth 7 and caches results for 120 seconds.
- MediaFlow does not execute or edit indexed asset files.

11. Collections

Collections gather references from across the workspace without moving or modifying the underlying item.

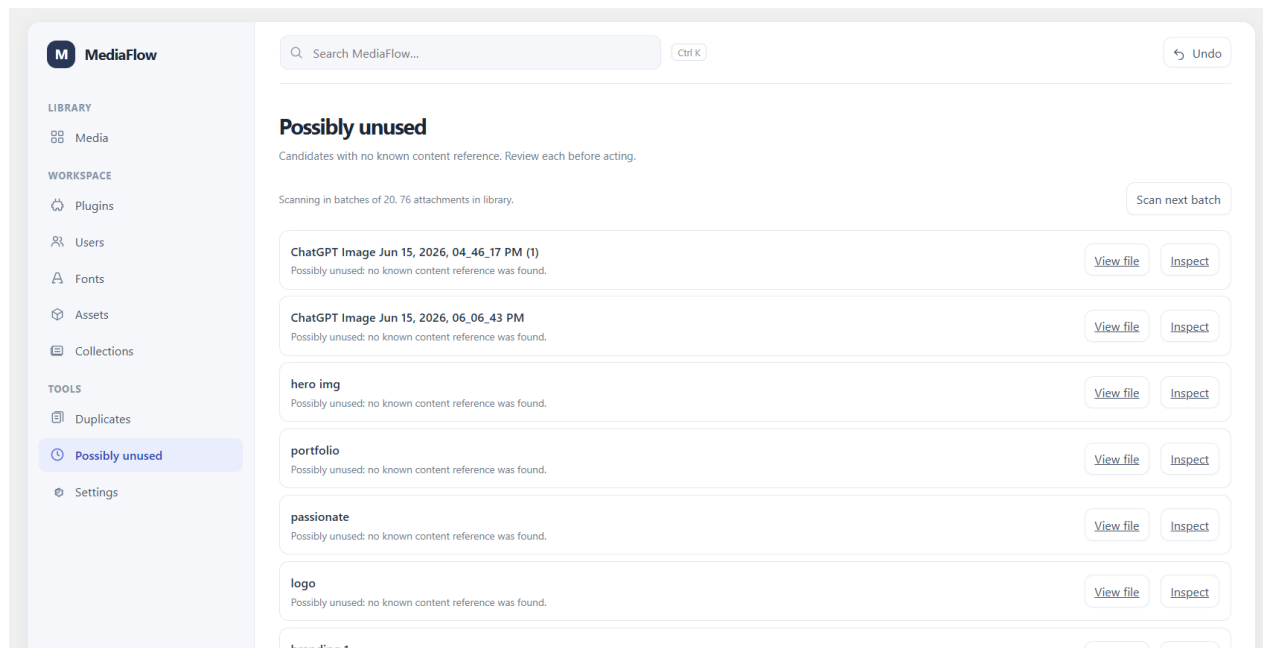


Create collections and gather related items across workspaces.

- Create a collection from Media, Plugins, Assets or the Collections workspace.
- When items are selected, a new collection can be created and populated in one step.
- Collections store references only; they do not move files, change plugin activation or change WordPress roles.

12. Duplicate and Possibly Unused Review

These tools are review aids. They do not automatically delete files.



Possibly Unused review scans attachment references in batches.

Duplicates

- Groups attachments by stored filename.
- This is not a content-hash or file-size duplicate comparison.
- Review candidates manually before deleting anything.

Possibly unused

- Scans 20 attachments at a time.
- Checks featured-image references, WooCommerce product-gallery IDs and URLs saved in post content.
- Builder data, custom plugin metadata, external systems, CSS references and dynamic URLs may not be detected.
- Results are always labeled Possibly unused.

Safety rule MediaFlow never automatically deletes duplicate or possibly-unused candidates.

13. MediaFlow Gallery Block and Shortcode

A MediaFlow folder can be displayed on the front end as an image gallery.

Shortcode

```
[mediaflow_gallery id="123" columns="3" size="medium"]
```

- id - MediaFlow folder ID.
- columns - 1 to 6 columns.
- size - WordPress image size: thumbnail, medium, large or full.

Block

- Use the MediaFlow Gallery block in the block editor.
- The gallery uses attachment images from the selected MediaFlow folder and loads images lazily.

Tip The folder toolbar includes Copy gallery shortcode for media folders, so you do not need to type the shortcode manually.

14. Settings, Export, Import and Uninstall

MediaFlow keeps organization data separate from original WordPress media.

Export and import

- Export organization JSON saves MediaFlow organizational metadata.
- Import validates the MediaFlow JSON structure before writing data.
- Import adds folders and collections; it does not overwrite existing organization.
- Imported references must match items available on the destination WordPress site.

Deactivation and uninstall

- Deactivating MediaFlow preserves MediaFlow data.
- Remove MediaFlow data on uninstall is OFF by default.
- If uninstall cleanup is enabled, MediaFlow tables/settings can be removed during uninstall.
- Original WordPress media files are never deleted just because MediaFlow is uninstalled.

Before migration Export your organization JSON before large site migrations or major maintenance so you have a portable record of MediaFlow folders and collections.

15. Permissions and Security

MediaFlow follows WordPress permissions and protects organization/download actions with WordPress security mechanisms.

- MediaFlow uses WordPress REST nonces and capability checks.
- Media actions require permission to edit the relevant attachment.
- Permanent deletion checks the native permission to delete the media item.
- ZIP downloads require permission to edit each included attachment.
- Plugin, font and asset organization requires `manage_options`.
- User grouping requires `list_users`.
- Users without broad edit permissions can manage only the folders and collections they created.

Safe organization model

- Media folder changes are virtual metadata operations.
- Plugin grouping does not move plugin files.
- User grouping does not change roles.
- Asset previews are read-only and do not execute indexed code.

16. Troubleshooting

Use these checks before contacting support.

Issue	Check
Plugin will not activate	Confirm WordPress 6.2+ and PHP 7.4+. Re-upload the original mediaflow-1.5.1.zip if the package was modified.
ZIP download unavailable	Ask the host to enable PHP ZipArchive. MediaFlow shows a server-side message when ZIP support is disabled.
MediaFlow picker not visible	Confirm MediaFlow is activated, reload the editor, verify WordPress media scripts are present, and clear stale browser/admin caches.
Item cannot be edited/downloaded	Check the current WordPress user permissions for that attachment.
Possibly unused result looks wrong	Treat it as a review hint. Builder/plugin metadata and dynamic references may not be detected.
Asset list incomplete	Asset indexing is intentionally limited by file count, depth and cache interval.
Move did not affect URL	Expected behavior: MediaFlow folder moves are virtual and intentionally keep original media URLs unchanged.

When contacting support

- Describe the exact steps that reproduce the issue.
- Include your WordPress version and PHP version.
- Attach a screenshot or short screen recording when the issue is visual.
- Include browser console or WordPress debug details when available.
- Support email: semhubtools@gmail.com.

17. Known Limitations in 1.5.1

These limits are part of the current commercial release and help set accurate expectations.

- Advanced media filters do not currently include date range, file size, uploader, used state or full MIME subtypes.
- Duplicate detection compares stored filenames only; it does not compute hashes or compare file sizes.
- Possibly-unused detection cannot cover every page builder, plugin data store, CSS reference or external system.
- Selected-file ZIP downloads are flat; duplicate filenames receive a suffix. Folder ZIP downloads preserve descendant-folder paths.
- Asset/font indexing is capped at 2,000 files per asset type, depth 7, with a 120-second cache.
- Favorites and Recent links are user-specific; folder hierarchy and media organization can be shared with users who have sufficient edit permissions.
- Folder colors are stored/exported but there is no color picker in the current interface.
- Undo covers media organization and folder rename, not folder moves, collection edits or media deletion.
- Custom per-role permission settings and dark mode are not included in this release.

18. Version, License and Support

Keep this information with the product when distributing MediaFlow.

Field	Value
Product	MediaFlow - WordPress Workspace Organizer
Version	1.5.1
Author	Semhub Tools
Support	semhubtools@gmail.com
WordPress requirement	6.2 or later
PHP requirement	7.4 or later
License	GNU General Public License v2 or later (GPLv2+)

1.5.1 release highlights

- Fixed the WPBay review PHP warning in the Users workspace by loading roles from the WP_User object instead of requesting roles as a WP_User_Query result field.
- Prevents the unrelated WordPress.org Mediaflow plugin from appearing as a false update for this product through the WPBay Update URI.
- Refreshes the plugin update cache once on upgrade to clear the previously cached false v2.5.4 notice.
- Retains the translation, documentation, compatibility, drag-and-drop and nested-folder improvements from the prior release.

Support For installation or plugin-function questions, contact semhubtools@gmail.com and include enough detail to reproduce the issue.

Thank you for using MediaFlow.

MediaFlow by Semhub Tools