

How to Sign Up for Cloudinary and Configure File Naming Settings

[Cloudinary](#) is an end-to-end image- and video-management solution for websites and mobile apps, covering everything from image and video uploads, storage, manipulations, optimizations.

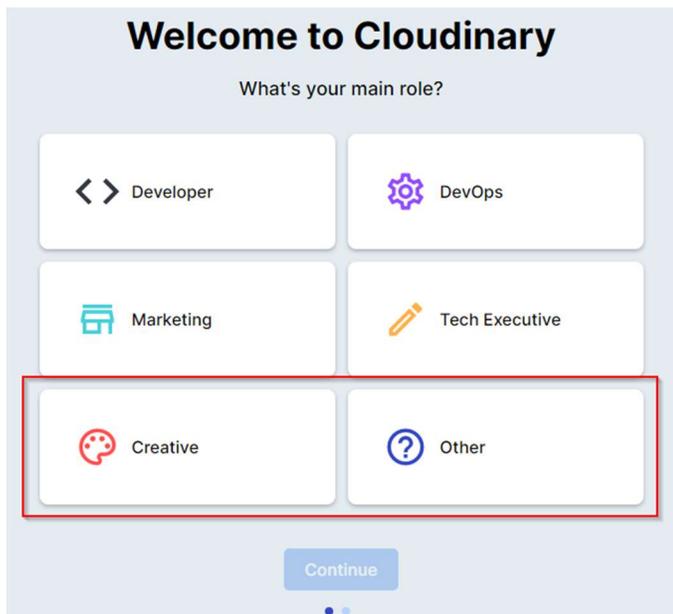
In this FAQ we will go over how to sign up for Cloudinary and change the Cloudinary unique filename settings. By default, when you upload an image to Cloudinary it will add characters to your image name in order to make it "unique". This will cause issues when you are matching images to items in Image Management in RepDesk.

1. Create an account with Cloudinary if you have not already. You can sign up for a free account at [Cloudinary.com](#).

When you initially sign up for Cloudinary, you will need to verify your email address. You will be emailed a link from Cloudinary welcoming you and asking you to "Sign in to Validate your Email Address". Please sign in from the link in the email.

Once you sign in you, will be prompted to select your "main role" and define your "primary use cases" for Cloudinary.

Please select "Creative" or "Other (specify role)" and then select "I still don't know".

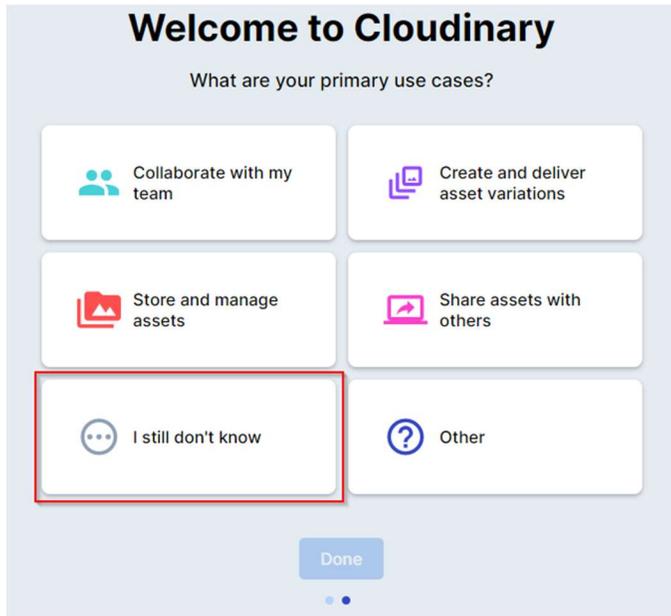


Welcome to Cloudinary

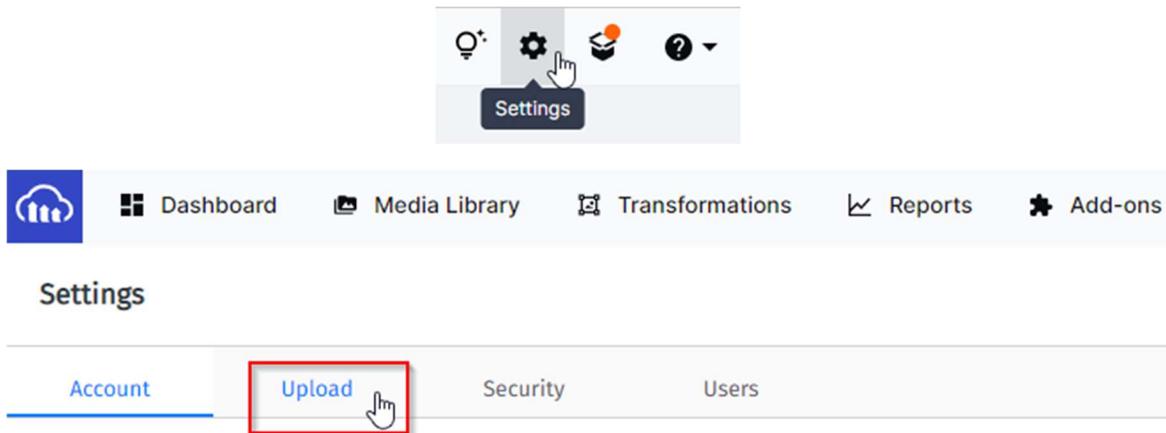
What's your main role?

 Developer	 DevOps
 Marketing	 Tech Executive
 Creative	 Other

Continue



2. Once you have set up your account, sign into Cloudinary and navigate to the Settings gear on the top right of the page. Once you are in the general settings, select the Upload settings.



Try out the new navigation experience!



Want to try out our new navigation experience? You can switch back at any time before the official release.

Making this change will update the navigation for all users in your account and for all product environments (sub-accounts).

- ⚠️ If you implement the Media Library Widget, you must [include a new parameter](#) to your configuration.
- ⚠️ If you use the Media Library Widget or one of our [Platform Integrations](#) and your account has [SAML \(SSO\) login](#) enabled, you If you need assistance, [contact Support](#).

- Once you are in the Upload settings, navigate down to the middle of the page and find the Upload Presets settings. Select Edit under Settings.

Upload presets:

[Enable unsigned uploading](#)

Simplify your image uploading procedure by enabling users to upload images and other assets into your Cloudinary account without pre-signing the upload request. For security reasons, unsigned uploads require using an upload preset.

Name	Mode	Settings
ml_default	Signed	Overwrite: true Use filename or externally defined Public ID: true Unique filename: false Delivery type: upload Access mode: public

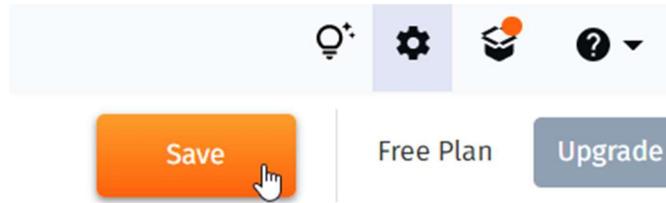
[Add upload preset](#)

Upload presets allow you to define the default behavior for your uploads, instead of receiving these as parameters during the upload request itself. Parameters can include tags, incoming or on-demand transformations, notification URL, and more. Upload presets have precedence over client-side upload parameters.

- In the Upload Preset settings, select Storage and Access and then navigate to Unique filename and toggle it to "off". This will prevent Cloudinary from adding random characters to your image uploads. After you make this change you must save your changes by clicking the orange Save button on the top right of the page.

The screenshot shows the Cloudinary dashboard with the following elements:

- Navigation bar: Dashboard, Media Library, Transformations, Reports, Add-ons.
- Breadcrumb: Edit upload preset: ml_default
- Left sidebar: Storage and Access (highlighted), Media analysis and AI, Upload Manipulations, Upload Control.
- Main content area:
 - Upload preset name:** ml_default
 - Signing Mode:** Signed
 - Folder:** (empty text input)
 - Use filename or externally defined Public ID:** on
 - Unique filename:** off (highlighted with a red box)

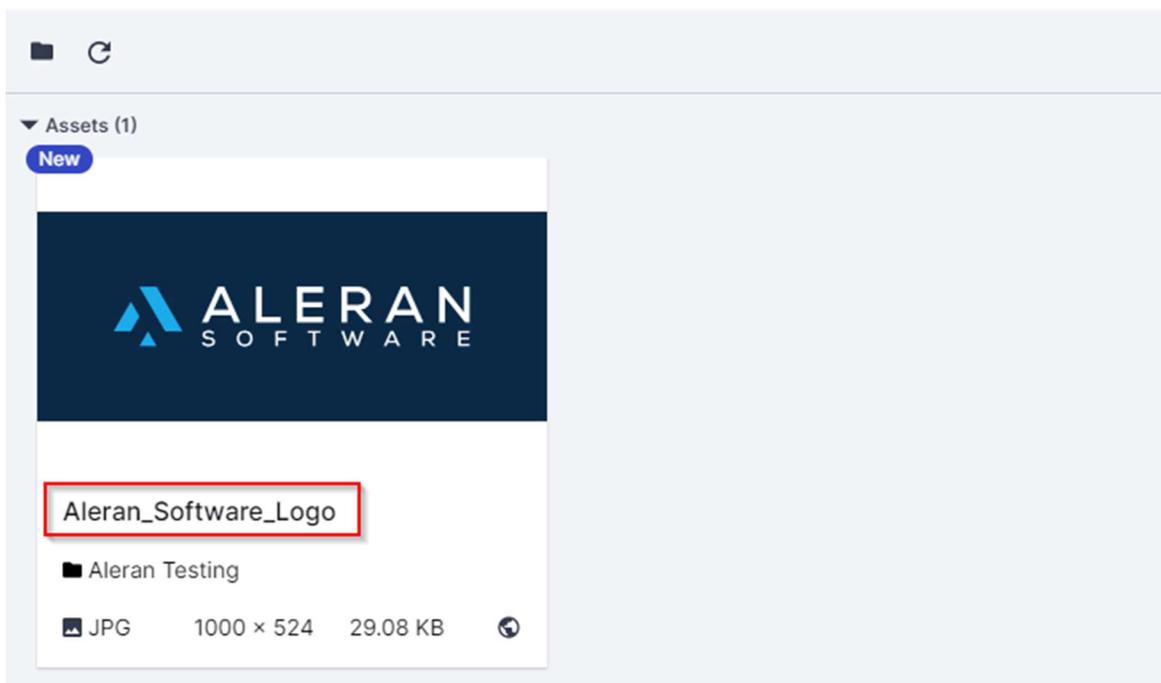


5. Once this change is made, you can upload images and the file names will not change.



Media Library

Aleran Testing



Below is an example of the unique file naming convention that we do not want.

