

Quick start: the first scan

A scan rebuilds the inventory of your media files and searches for references to them. It is harmless:

A scan never writes to the file system. It reads, compares and writes the result to the database. Nothing is moved, nothing renamed, nothing deleted.

Starting the scan

Open **Components** → **Media Organizer** and click **Scan**. The scan runs in steps and shows its progress; on larger websites you can abort it and continue later.

How long it takes depends mainly on the number of media files and the size of your database. On a typical medium-sized website it is seconds to a few minutes.

Reading the dashboard

The screenshot displays the Joomla! Media Organizer dashboard. The left sidebar contains the Joomla! logo and a menu with options like 'Toggle Menu', 'Home Dashboard', 'Content', 'Menus', 'Components', and various Joomla! extensions. The main content area is titled 'Media Organizer' and includes a 'Welcome to Media Organizer' message. Below this, there's a 'Scan media' section with a 'Scan' button. To the right, a 'Last scan' section shows a manual scan that was successful. The dashboard also features several summary cards: 24 Files, 13 Referenced, 11 Unreferenced files, 5.5 MB Reclaimable, and 0 In quarantine. A 'Reports' section shows 0 Duplicates, 1 Optimisation, and 36 Broken references. At the bottom, there's a 'Changelog' section with updates for versions 1.0.3 and 1.0.2.

Category	Count
Files	24
Referenced	13
Unreferenced files	11
Reclaimable	5.5 MB
In quarantine	0
Duplicates	0
Optimisation	1
Broken references	36

After the scan the dashboard sums up the result.

Figure	Meaning
Files	All media files recorded in the configured media folders.
Referenced	Files for which at least one occurrence was found. These are in use.
Files without a reference	Files for which <i>no</i> occurrence was found. These are candidates — not a verdict. Check them before you act.
Reclaimable	How much space the unreferenced files occupy together.
In quarantine	Files already moved, waiting to be restored or deleted for good.

"Without a reference" does not mean "superfluous". It means: nothing was found in any of the enabled search areas. If a file is used somewhere that is not covered yet, it appears here as well. That is exactly what the evidence is for — and exactly why Media Organizer deletes nothing by itself.

The three reports

- **Duplicates** — files with identical content (same checksum), images uploaded more than once, for instance.
- **Optimisation** — images that are considerably larger than necessary.
- **Broken references** — content pointing to a file that does not (any longer) exist. Dead image links, in other words. Nothing is deleted here; the list is for repairing.

What you should do now

Resist the temptation to push everything unreferenced into quarantine straight away. A sensible first pass looks like this:

1. Open **Files without a reference**.
2. Look at **a few files in detail** — the evidence shows you everywhere that was searched. That gives you a feel for whether the coverage fits your website.
3. Watch out for a notice about **incomplete coverage**. If it appears, an installed extension is not covered yet — then the list has to be taken with care, and deleting for good is blocked anyway.

4. Start with a **small, unambiguous selection** and move it to quarantine. Watch your website for a few days. Then the rest.

Automating scans

Scans can run regularly through the Joomla task scheduler and inform you by email. The scheduled scan can only *find and report* — it never moves or deletes anything. There is deliberately no automatic cleanup.

Where to go from here

- [The review view](#)
- [Reading the evidence](#)

Applies to version 1.2.0.

[Deutsche Fassung](#)

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