

Organization

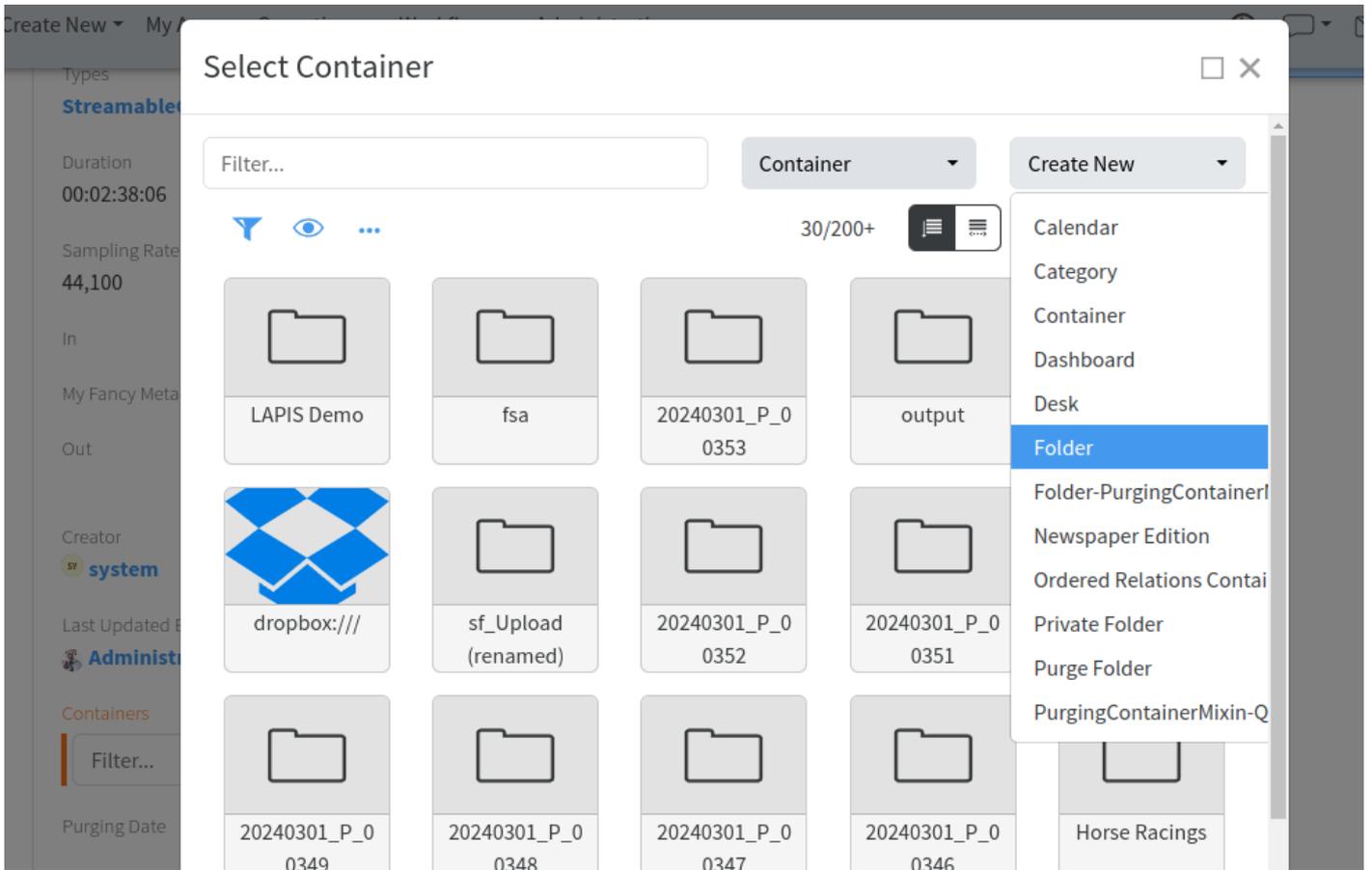
If you don't find the appropriate container (folder, category, tag, etc) where you wish to classify your file, you can create a new one (if you have user rights for that) by clicking on the Search icon as shown here:

The screenshot shows a file management interface with a search bar and a list of containers. The search bar is labeled "Filter..." and has a search icon. Below the search bar, a list of containers is displayed, including "sf_Download", "LAPIS Demo", "20240301_P_00353", "20240301_P_00352", "dropbox://", "output", "20240301_P_00351", "sf_Upload (renamed)", "20240301_P_00350", and "20240301_P_00349". The "LAPIS Demo" container is highlighted in blue. To the right of the search bar, there are two orange buttons: a checkmark and a close button. Below the search bar, there are two columns: "Created At" and "User Updated At". The "Created At" column shows "6 Dec 2021, 11:24" and the "User Updated At" column shows "15 Nov 2024, 14:42". Below these columns, there is a section labeled "No Relations". At the bottom right, there is a "Types" section with several icons: a checkmark, a speech bubble, an envelope, a group of people, a mobile phone, and a refresh icon.

Created At	User Updated At
6 Dec 2021, 11:24	15 Nov 2024, 14:42

No Relations

Types:



While creating a new Folder, for example, you can define several optional parameters such as - to which container it is linked, image, color and permissions as shown below:

New Draft-Folder □ ×

Standard edit ▾ Collaborators: Administrator 

Name *

Containers 

Permissions [Edit Original Permissions](#)

Icon ▾

Color ▾

Image Icon  

Revision #2

Created 15 November 2024 17:05:29 by Pierre

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