

# 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 displays a file management interface with a search bar and a list of containers. The search bar is active, showing a search for "LAPIS Demo". The list of containers includes "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".

Metadata for the selected container:

- Sampling Rate: 44,100
- Bits Per Sample: 32
- In: My Fancy Metadata
- Out: Created At: 6 Dec 2021, 11:24
- Creator: system
- User Updated At: 15 Nov 2024, 14:42
- Last Updated By: Administrator

Containers search bar: Filter... [Search Icon]

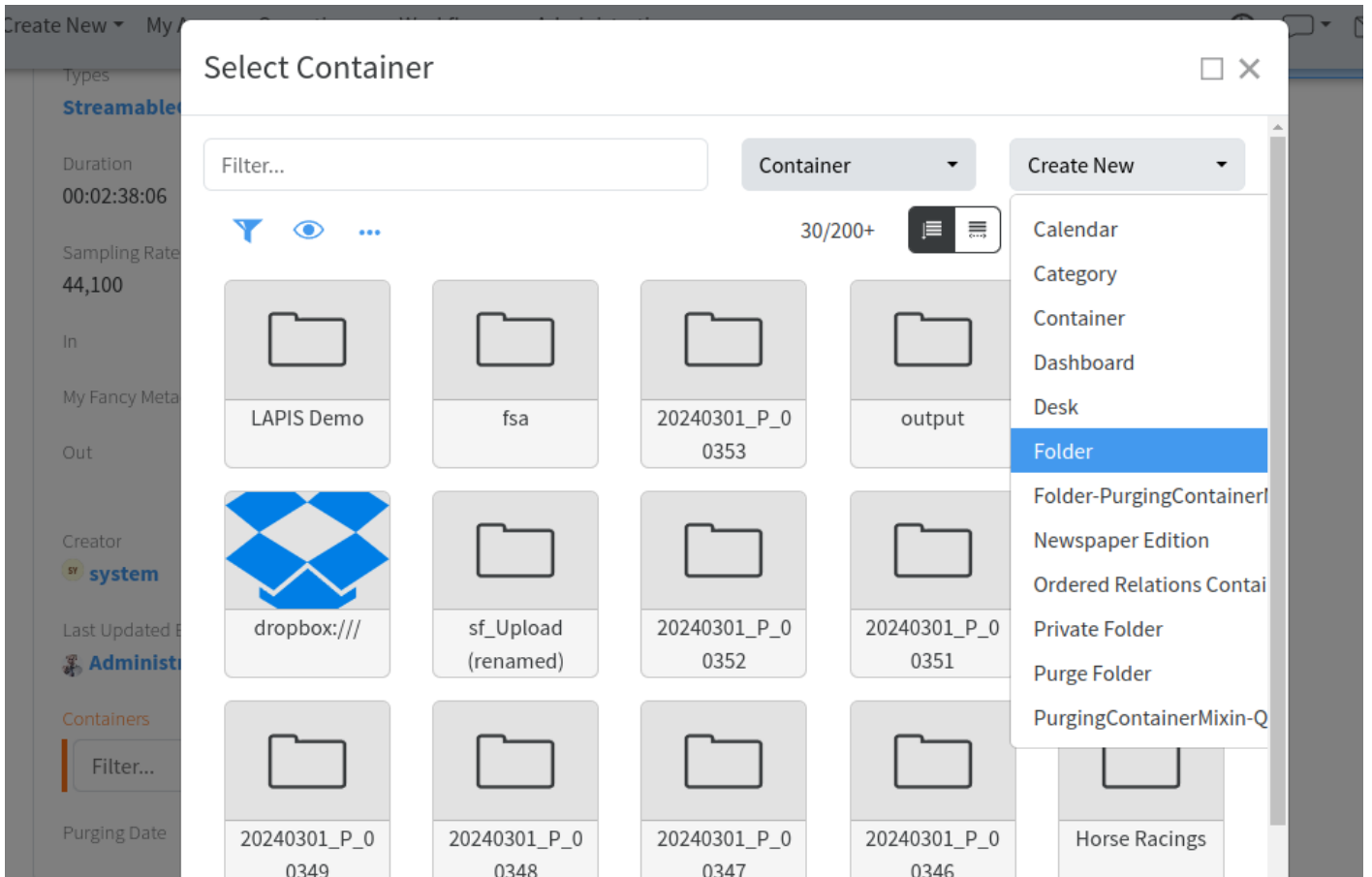
Containers list:

- sf\_Download
- LAPIS Demo**
- 20240301\_P\_00353
- 20240301\_P\_00352
- dropbox://
- output
- 20240301\_P\_00351
- sf\_Upload (renamed)
- 20240301\_P\_00350
- 20240301\_P\_00349

Relations table:


Created At	User Updated At
No Relations	

Types: [Checkmark] [Comment] [Email] [Share] [Mobile] [Refresh]




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   

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Revision #2

Created 15 November 2024 17:05:29 by Pierre

Updated 15 November 2024 20:51:04 by Pierre