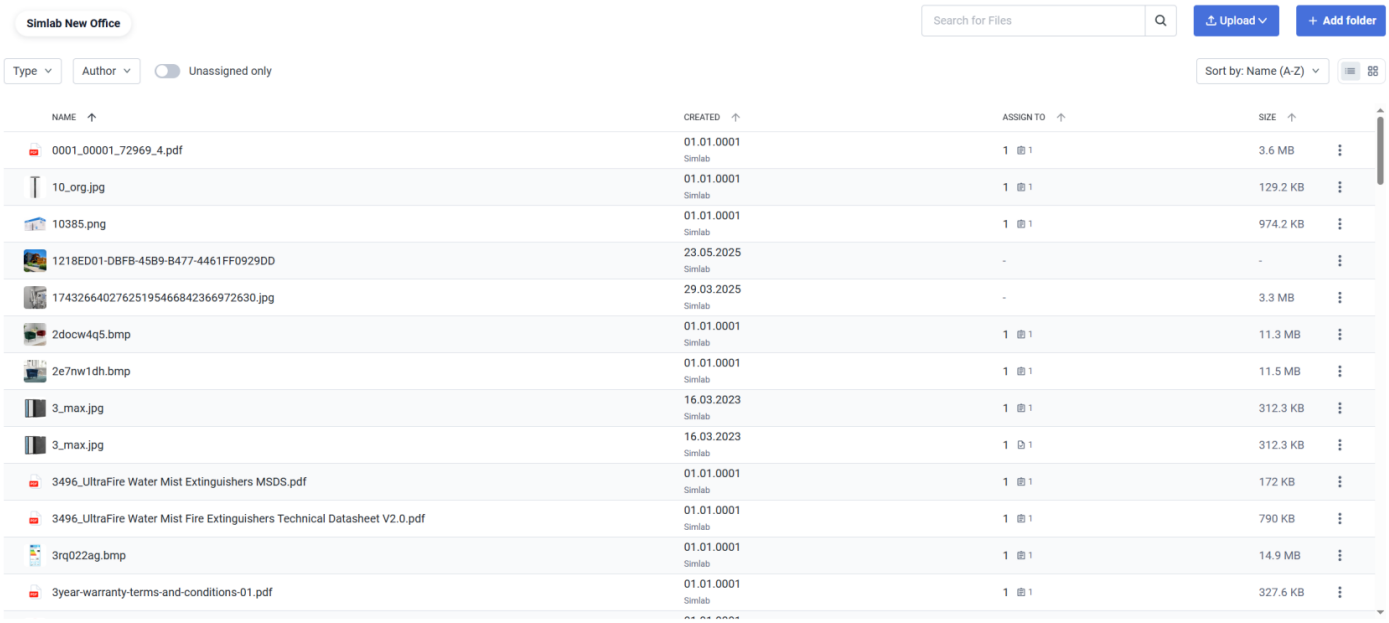
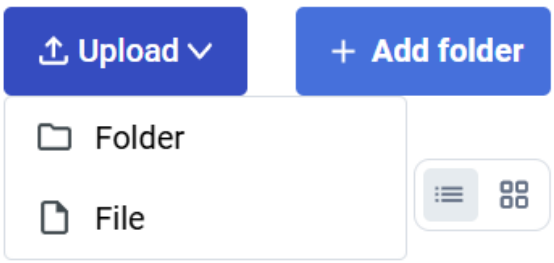
Documents

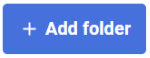
Manage every external file - images, videos, text files, sound files, uploaded into the space. Create folders for easier file management within the project space, upload files first, assign them later.



Upload

Using the upload button located in the top right corner of the view lets you import multiple individual files or entire folders.



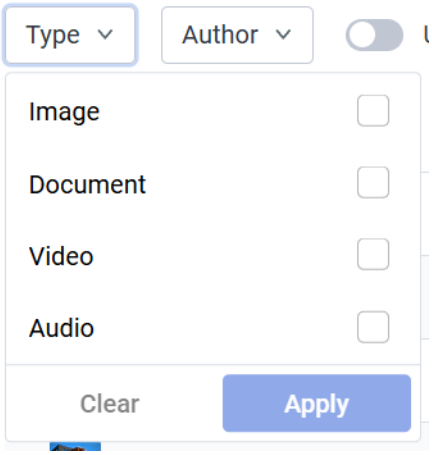
If you want to create an empty folder - to sort existing files, choose the  button.

Filters

Use various ways to sort and filter through the files you are searching for.

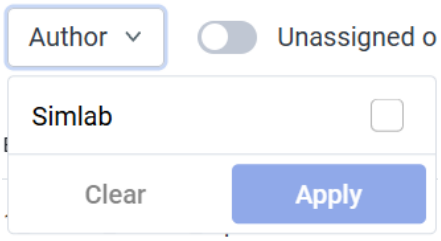
Type

Filter by file type



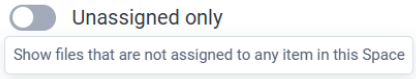
Author

Filter by file uploader



Unassigned

Filter toggle for unassigned files



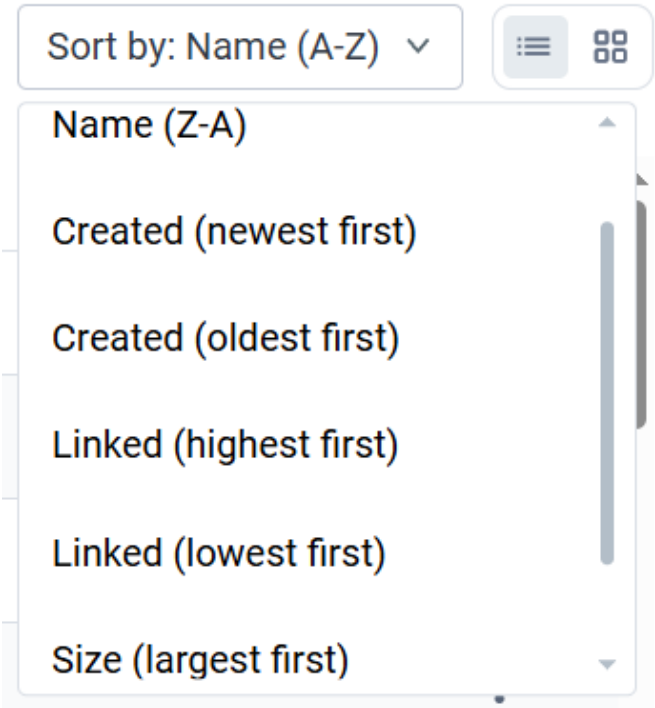
Search

Find specific files by filename



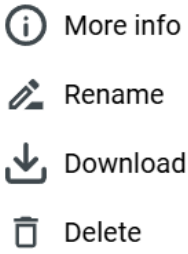
Sort

Arrange files in order

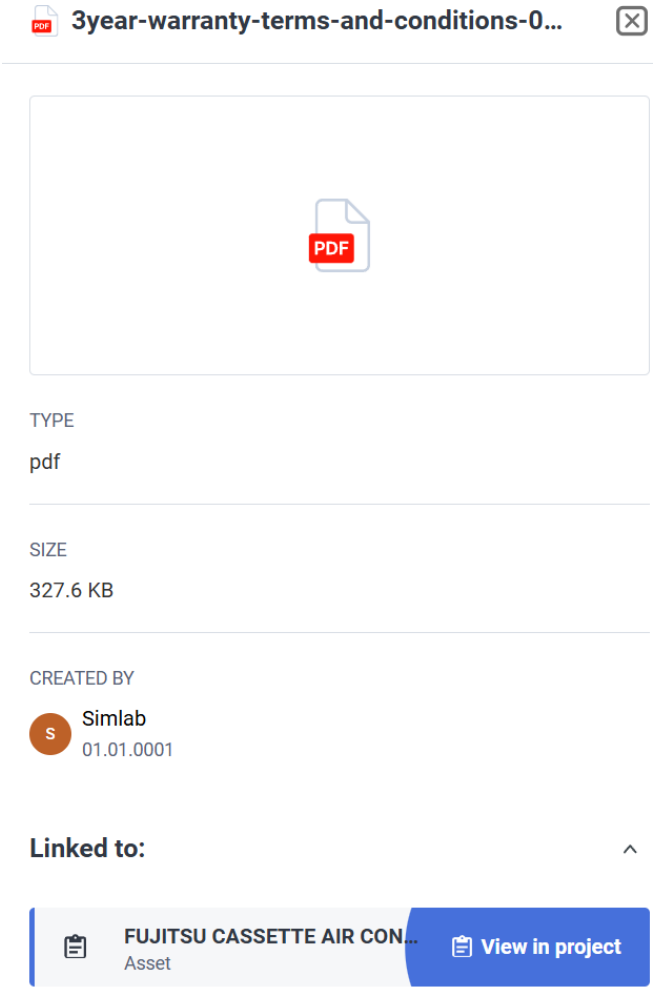


File options

By clicking more options icon - we can access file actions:



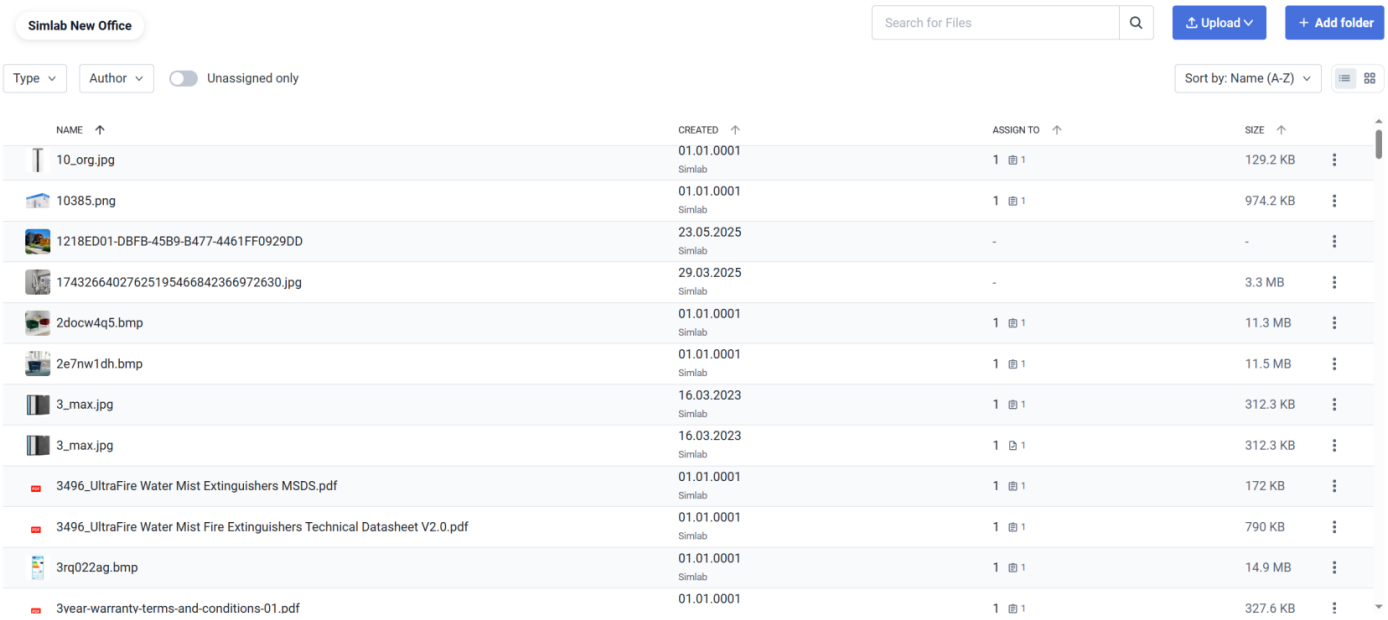
Selecting **More info** - reveals a side panel with more detailed file information, together with a shortcut to the linked asset within the project ->



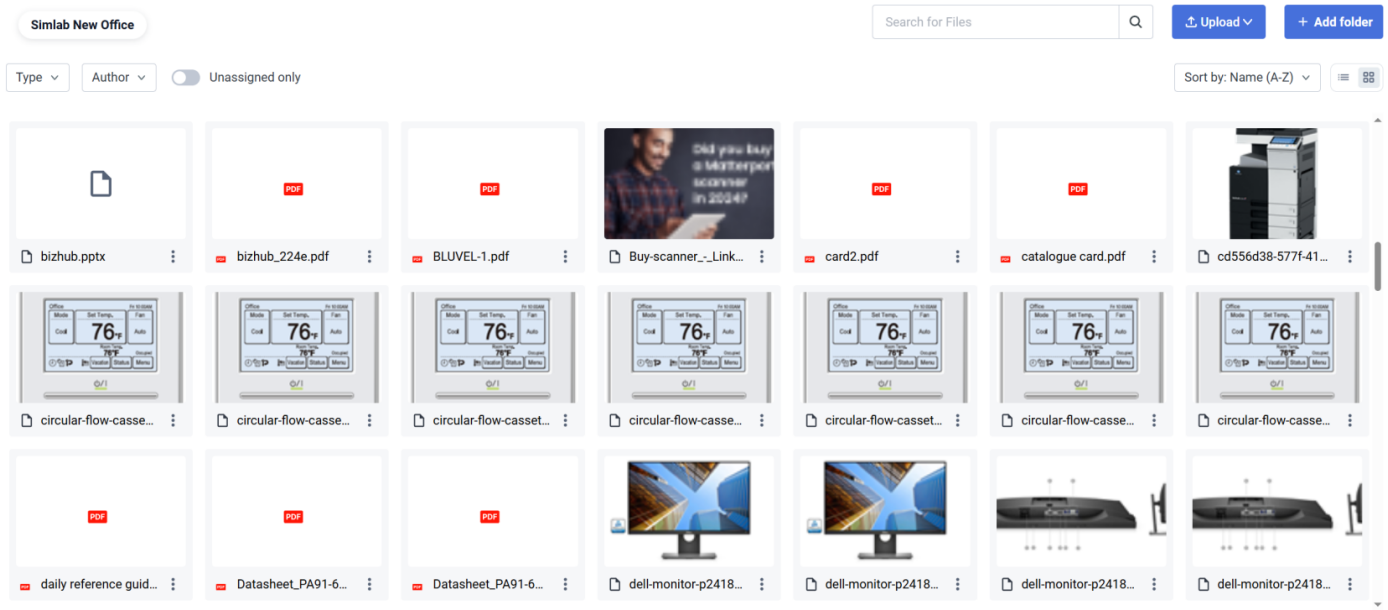
Display toggle

Change between **List view** and **Tiles view** depending on your preferences

List view:



Tiles view:



Revision #6
Created 10 August 2026 07:08:53 by JJanickiSIMLAB
Updated 13 August 2026 08:17:29 by JJanickiSIMLAB