

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.

Simlab New Office

Search for Files

Upload

Add folder

Type Author Unassigned only

Sort by: Name (A-Z)

NAME	CREATED	ASSIGN TO	SIZE
0001_00001_72969_4.pdf	01.01.0001 Simlab	1 1	3.6 MB
10_org.jpg	01.01.0001 Simlab	1 1	129.2 KB
10385.png	01.01.0001 Simlab	1 1	974.2 KB
1218ED01-DBFB-45B9-B477-4461FF0929DD	23.05.2025 Simlab	-	-
17432664027625195466842366972630.jpg	29.03.2025 Simlab	-	3.3 MB
2docw4q5.bmp	01.01.0001 Simlab	1 1	11.3 MB
2e7nw1dh.bmp	01.01.0001 Simlab	1 1	11.5 MB
3_max.jpg	16.03.2023 Simlab	1 1	312.3 KB
3_max.jpg	16.03.2023 Simlab	1 1	312.3 KB
3496_UltraFire Water Mist Extinguishers MSDS.pdf	01.01.0001 Simlab	1 1	172 KB
3496_UltraFire Water Mist Fire Extinguishers Technical Datasheet V2.0.pdf	01.01.0001 Simlab	1 1	790 KB
3rq022ag.bmp	01.01.0001 Simlab	1 1	14.9 MB
3year-warranty-terms-and-conditions-01.pdf	01.01.0001 Simlab	1 1	327.6 KB

Upload

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

Upload

Add folder

Folder

File

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

Add folder

 button.

Filters

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

Type

Filter by file type

Type

Author

Image

Document

Video

Audio

Clear

Apply

Author

Filter by file uploader

Author

Unassigned only

Simlab

Clear

Apply

Unassigned

Filter toggle for unassigned files

Unassigned only

Show files that are not assigned to any item in this Space

Search

Find specific files by filename

Search for Files

Sort

Sort by: Name (A-Z)

Name (Z-A)

Created (newest first)

Created (oldest first)

Linked (highest first)

Linked (lowest first)

Size (largest first)

File options

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

-  More info
-  Rename
-  Download
-  Delete

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

 **3year-warranty-terms-and-conditions-0...** 



TYPE

pdf

SIZE

327.6 KB

CREATED BY

 **Simlab**
01.01.0001

Linked to:



 **FUJITSU CASSETTE AIR CON...**
Asset

 **View in project**

Display toggle

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

List view:

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Tiles view:

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bizhub.pptx	bizhub_224e.pdf	BLUVEL-1.pdf	Buy-scanner_-_Link...	card2.pdf	catalogue card.pdf	cd556d38-577f-41...
circular-flow-casse...	circular-flow-casse...	circular-flow-casset...	circular-flow-casse...	circular-flow-casset...	circular-flow-casse...	circular-flow-casse...
daily reference guid...	Datasheet_PA91-6...	Datasheet_PA91-6...	dell-monitor-p2418...	dell-monitor-p2418...	dell-monitor-p2418...	dell-monitor-p2418...