

Managing folders

Smart Attachments is a document management app for Confluence. It allows you to create a space storage for storing important project documents in one place. You manage and organize documents within folders, you can quickly browse through folders and locate files at once.

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Accessing the space storage

1. Open the space.
2. On the navigational sidebar, select **Files and Documents**.
3. Once you open the space storage, you will see folders and documents.

The screenshot shows the Confluence interface with the "Smart Attachments for Confluence" app selected in the sidebar. The main area displays the "Smart Attachments Roadmap" which is organized into four quadrants: SMART ATTACHMENTS 1.0.0 (top-left), SMART ATTACHMENTS 1.1.0 (top-right), SMART ATTACHMENTS 1.2.0 (bottom-left), and SMART ATTACHMENTS 1.3.0 (bottom-right). Each quadrant contains various features like "Management of folders", "Management of documents", and "Management of spaces". A legend below the quadrants defines colors: blue for "Management of spaces", purple for "Management of documents", and grey for "Management of folders".

Navigating across folders

1. Open the space storage.
2. Locate the folder you want to open.
3. Click the folder name.
4. To return back to the previous folder, click



You can use the breadcrumbs to return to multiple levels back.

The screenshot shows the "Space Storage / Requirements" view in Confluence. It lists various files and folders with columns for Title, Size, Uploader, Creation Date, Last Modified Date, and Actions. A "..." button is visible next to the last item in the list. The breadcrumb navigation at the top shows "Space Storage / Requirements".

Adding new folders

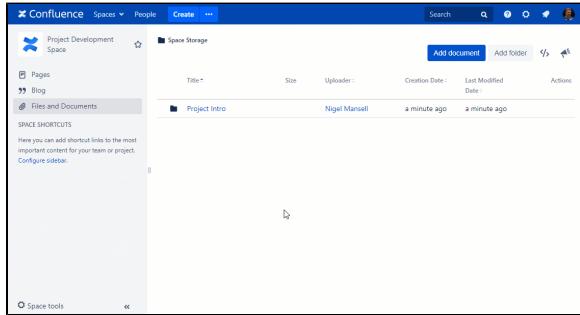
1. In the space storage, click **Add folder**.
2. In the **Add folder** form, enter the name of a new folder.
3. Click **Create**.

The screenshot shows the "Add folder" dialog box overlaid on the "Space Storage / Requirements" view. The dialog has fields for "Title" and "Folder name", both containing the value "Prototype". At the bottom right are "Create" and "Cancel" buttons, with the "Create" button being highlighted by a mouse cursor.

Uploading folders with documents

1. Open the space storage.
2. Select one or multiple folders on your local computer.
3. Drop these folders into the space storage.

The app will automatically create folders and upload documents into them preserving the initial structure on your local computer.

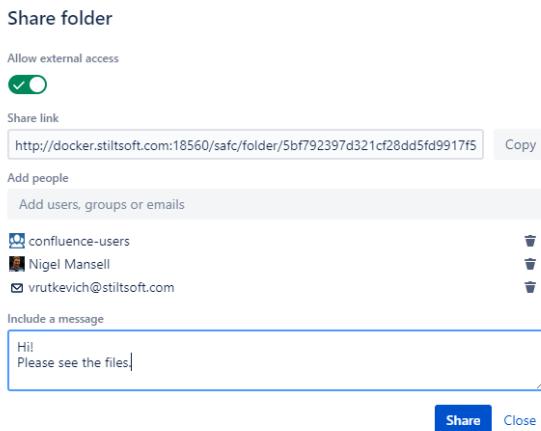


A screenshot of the Confluence Space Storage interface. The left sidebar shows 'Project Development Space' with 'Pages' and 'Files and Documents' selected. The main area displays a table of uploaded items. One item, 'Project Intro', is listed with a size of 0B, uploaded by Nigel Mansell, created and last modified a minute ago. Buttons for 'Add document' and 'Add folder' are at the top right.

Sharing the folder

You can share the folder with Confluence users and with people outside of your organization (people having no account in Confluence).

1. On the list with folders, locate the folder you want to share.
2. Hover over the folder.
3. Click the [...] button.
4. Select **Share**.
5. In the **Share folder** form, specify the following information:
 - **Allow external access** - move the toggle right to enable public access to the folder. In this case, non-Confluence users will be able to view the contents of the shared folder and its sub-folders.
 - **Share link** - click Copy to copy the sharing link.
 - **Add people** - add user, user groups or individual emails who you want to share the folder with. An email will be sent. This field may not be available if the mail server is not configured in your Confluence.
 - **Include a message** - add the message for the sharing link.
6. Click **Share**.



The 'Share folder' dialog box. It includes fields for 'Allow external access' (checked), 'Share link' (a copied URL), 'Add people' (listing 'confluence-users', 'Nigel Mansell', and 'vrutkevich@stiltsoft.com'), and a 'Include a message' text area ('Hi! Please see the files.'). A 'Share' button is at the bottom.



You can move the toggle left to revoke the public access to the folder. In this case, people outside of your organization will be no longer available to access the folder contents. When you re-enable the external access, the sharing link will change and you will have to share the updated link again.

Setting access restrictions

1. On the list with folders, locate the folder you want to set access restrictions for.
2. Hover over the folder.
3. Click the [...] button.
4. Select **Restrict**.
5. In the **Restrictions for Folder** form, set the view or view and edit restrictions for specific users or user groups.
6. Click **Apply**.

Access restrictions for folders work the same way as restrictions for pages and blog posts. For the details on access restrictions, please check [this page](#).

The screenshot shows the 'Restrictions for Editable Documents' dialog. It lists users and their permissions:

User	Permission
Everyone	Has no access
Administrator	Can view and edit
compliance-team	Can view
document-editors	Can view and edit

Buttons at the bottom: **Apply**, **Cancel**.

Renaming the folder

1. On the list with folders, locate the folder you want to rename.
2. Hover over the folder.
3. Click the [...] button.
4. Select **Rename**.
5. In the **Edit folder** form, update the folder name.
6. Click **Update**.

The screenshot shows the 'Edit folder' dialog. The 'Folder name' field is set to 'Customer Development'. A dropdown menu shows the current location: 'Space Storage / Requirements'. Buttons at the bottom: **Update**, **Cancel**.

Moving the folder

1. On the list with folders, locate the folder you want to move.
2. Hover over the folder.
3. Click the [...] button.
4. Select **Move**.
5. In the Move Folder form, select the space storage and folder which you want to move the folder to.
6. Click **Move**.

You will automatically transition to the new location of the folder.

The screenshot shows the 'Move Folder: Diagrams' dialog. The 'Space storage' dropdown is set to 'Demo (DEMO)'. The 'Current Location: Test' dropdown shows the path: 'Demo > Fintech Project > Project Documentation'. A list of files in the target folder is shown below. Buttons at the bottom: **Update**, **Cancel**.

Downloading the folder

1. On the list with folders, locate the folder you want to download.
2. Hover over the folder.
3. Click the [...] button.
4. Select **Download**.

The app will prepare the download file, this process may take a while. The file download starts automatically.

The screenshot shows the 'Preparing download file' dialog. It says: 'The Lynda - Scripting for Testers folder is being prepared for download at the moment. Please wait a few moments for all the files to download.' Buttons at the bottom: **Close**, **Download**.

Deleting the folder

1. On the list with folders, locate the folder you want to delete.

2. Hover over the folder.
3. Click the [...] button.
4. Select **Delete**.
5. Confirm the removal of the folder.

i All the folders and attachments stored within this folder will be removed too.

The screenshot shows a Confluence interface titled "Space Storage / Requirements". At the top right are buttons for "Add document" and "Add folder". Below is a table with columns: Title, Size, Uploader, Creation Date, Last Modified Date, and Actions. The table lists several items:

Title	Size	Uploader	Creation Date	Last Modified Date	Actions
..					
BPMN Diagrams		Vadim Rutkevich	an hour ago	an hour ago	
Customer Development		Vadim Rutkevich	an hour ago	a few seconds ago	
Prototypes		Vadim Rutkevich	a minute ago	a minute ago	...
SRS		Vadim Rutkevich	an hour ago	an hour ago	Rename
UML Diagrams		Vadim Rutkevich	an hour ago	an hour ago	Delete
Use Cases		Vadim Rutkevich	an hour ago	an hour ago	
centralized space storage.jpg	604 kB	Vadim Rutkevich	43 minutes ago	43 minutes ago	
efficient document management workflow.jpg	540 kB	Vadim Rutkevich	43 minutes ago	43 minutes ago	