

Managing folders

The Smart Attachments for Jira app allows you to manage folders and design the sufficient folder structure for efficient storage of project documents and files in Atlassian Jira.

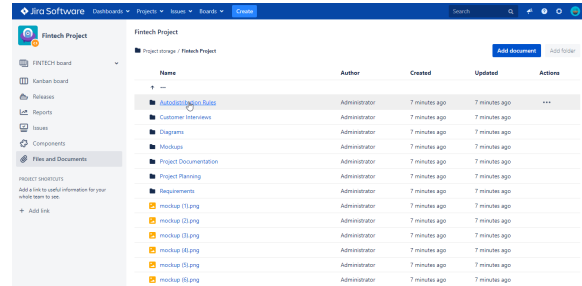
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Navigating across folders

1. Open the project storage.
2. Locate the folder you want to open.
3. Click the folder name.
4. To return back to the previous folder, click the top row with the ellipsis ('...').

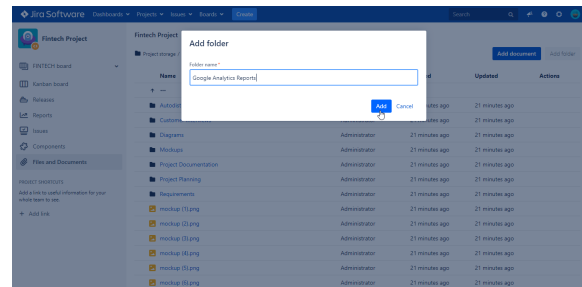


You can use the breadcrumbs to return to multiple levels back.



Adding new folders

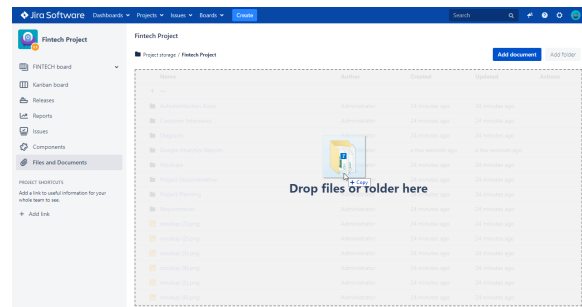
1. In the project storage, click **Add folder**.
2. In the **Add folder** form, enter the name of a new folder.
3. Click **Create**.



Uploading folders with documents

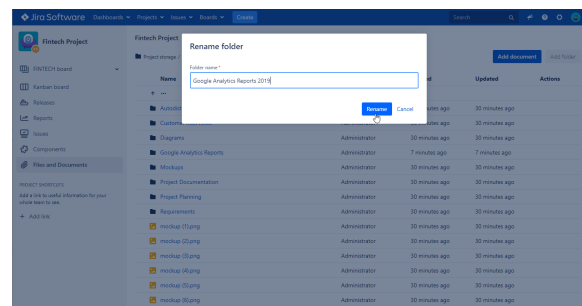
1. Open the space storage.
2. Select one or multiple folders on your local computer.
3. Drop these folders into the project storage.

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



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 **Rename folder** form, update the folder name.
6. Click **Rename**.



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 deletion of the folder.



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

