

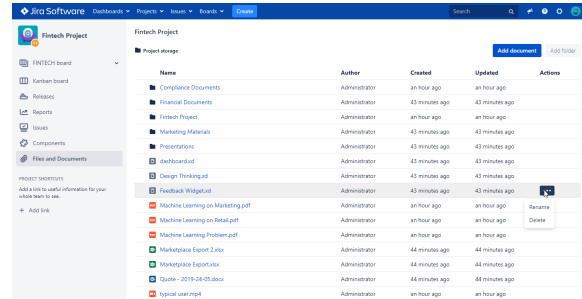
Managing documents

The Smart Attachments for Jira app allows you to manage documents and store them in the appropriate folders in Atlassian Jira depending on their contents, objective or format.

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Viewing documents

1. Open the project storage.
2. Open the folder where documents are stored.
3. For each document, the following information is displayed:
 - **Name** - name of the document.
 - **Size** - size of the document
 - **Uploader** - last uploader of the document / creator of the folder.
 - **Creation Date** - date when the document was uploaded into the folder or the folder was created.
 - **Last Modified Date** - date when the document or folder was modified (title updated).




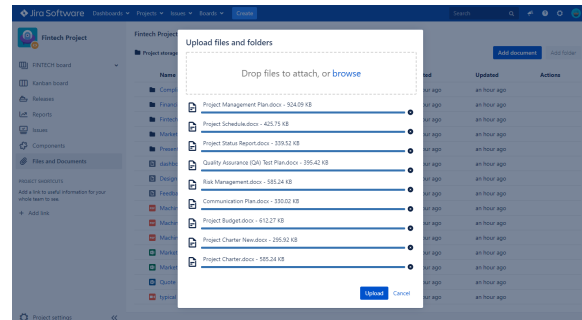
Name	Author	Created	Updated	Actions
Compliance Documents	Administrator	an hour ago	an hour ago	
Financial Documents	Administrator	43 minutes ago	43 minutes ago	
Feedback Project	Administrator	an hour ago	an hour ago	
Marketing Materials	Administrator	43 minutes ago	43 minutes ago	
Presentations	Administrator	43 minutes ago	43 minutes ago	
Workboard	Administrator	43 minutes ago	43 minutes ago	
Design Thinking	Administrator	43 minutes ago	43 minutes ago	
Feedback Widget	Administrator	43 minutes ago	43 minutes ago	
Machine Learning on Marketing	Administrator	an hour ago	an hour ago	
Machine Learning on Retail	Administrator	an hour ago	an hour ago	
Machine Learning Problem	Administrator	an hour ago	an hour ago	
Marketplace Export 2.xlsx	Administrator	44 minutes ago	44 minutes ago	
Marketplace Export.xlsx	Administrator	44 minutes ago	44 minutes ago	
Quote - 2019-24-05.docx	Administrator	44 minutes ago	44 minutes ago	
Typical User.rpt	Administrator	an hour ago	an hour ago	

Uploading new documents

1. Open the folder which you want to upload a new document to.
2. Click **Add document**.
3. In the **Upload document** form, click **Browse** and select files on your local computer. You can also directly drop files to the form.
4. Click **Upload**.

To delete the currently attached documents on the form:

Click the  icon for corresponding documents.

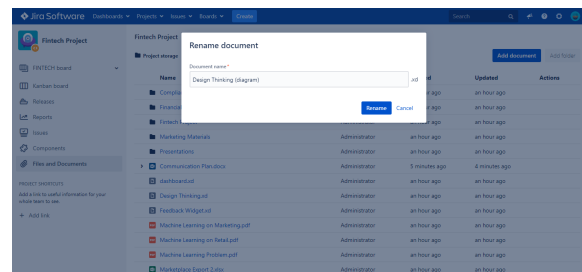


Renaming the document

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



If the document is invalid, the app will prompt the hint with the problem.



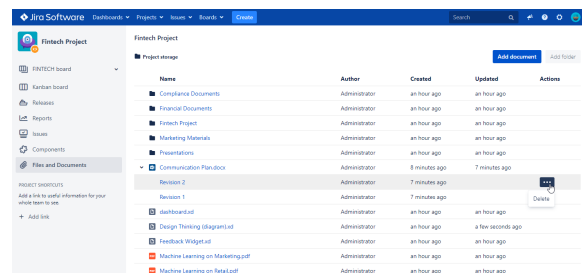
Managing document revisions

The app groups files having identical names into document revisions automatically.

1. Drop files into the folder.
2. Click the **Expand revisions >** icon.
3. Locate the appropriate document revision.

To delete the document revision:

1. Hover over the document revision.
2. Click the [...] button.
3. Select **Delete**.



Name	Author	Created	Updated	Actions
Compliance Documents	Administrator	an hour ago	an hour ago	
Financial Documents	Administrator	an hour ago	an hour ago	
Feedback Project	Administrator	an hour ago	an hour ago	
Marketing Materials	Administrator	an hour ago	an hour ago	
Presentations	Administrator	an hour ago	an hour ago	
Communication Plan.docx	Administrator	8 minutes ago	7 minutes ago	
Revision 2	Administrator	7 minutes ago		
Revision 1	Administrator	7 minutes ago		
Workboard	Administrator	an hour ago	an hour ago	
Design Thinking (diagram).docx	Administrator	an hour ago	a few seconds ago	
Feedback Widget	Administrator	an hour ago	an hour ago	
Machine Learning on Marketing	Administrator	an hour ago	an hour ago	
Machine Learning on Retail	Administrator	an hour ago	an hour ago	
Machine Learning Problem	Administrator	an hour ago	an hour ago	

Deleting the document

1. On the list with documents, locate the document you want to delete.
2. Hover over the document.
3. Click the [...] button.
4. Select **Delete**.
5. Confirm the deletion of the document.



The document will be deleted with all its revisions.

