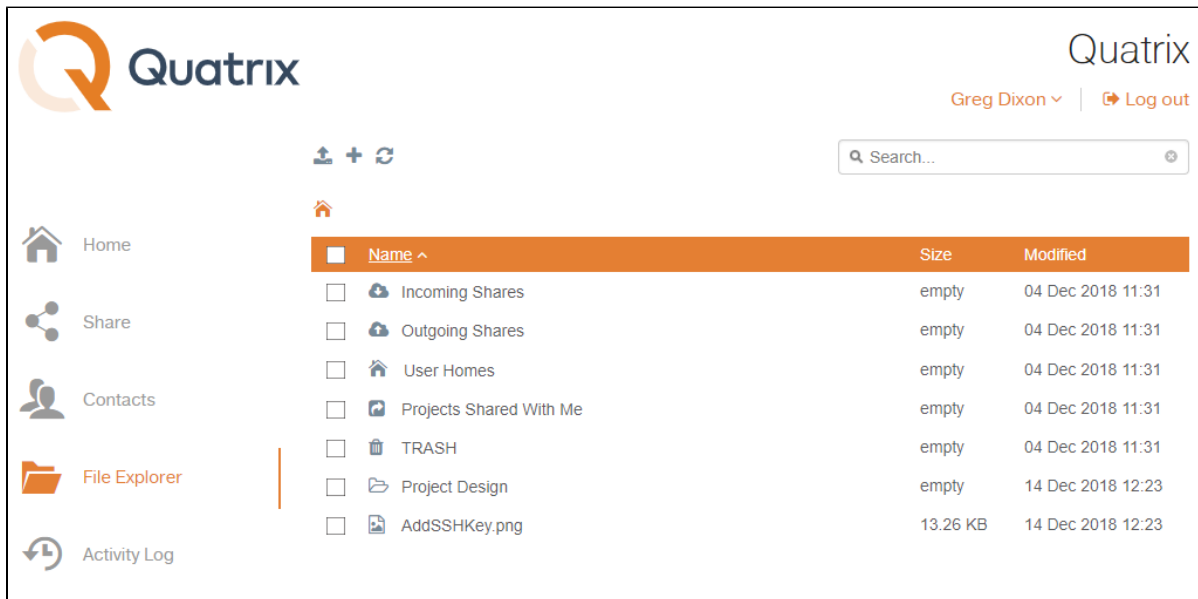


# Managing Files and Folders

- File Management
  - Uploading Files
  - Sharing Files
  - Requesting Files
  - Searching Files
- Folder Management
  - Creating Folders
  - Renaming Folders
  - Deleting Folders
  - Reordering Folders
  - Converting Folders to Project Folders

You can manage your Quatrix® cloud files and folders on the **File Explorer** tab.



The screenshot shows the Quatrix File Explorer interface. The top left features the Quatrix logo. The top right shows the user name 'Greg Dixon' and a 'Log out' button. A search bar is located in the top right. The left sidebar contains navigation icons for Home, Share, Contacts, File Explorer (highlighted), and Activity Log. The main area displays a table of files and folders with columns for Name, Size, and Modified. The table includes system folders like Incoming Shares, Outgoing Shares, User Homes, Projects Shared With Me, and TRASH, as well as project folders like Project Design and AddSSHKey.png.

Name ^	Size	Modified
<input type="checkbox"/> Incoming Shares	empty	04 Dec 2018 11:31
<input type="checkbox"/> Outgoing Shares	empty	04 Dec 2018 11:31
<input type="checkbox"/> User Homes	empty	04 Dec 2018 11:31
<input type="checkbox"/> Projects Shared With Me	empty	04 Dec 2018 11:31
<input type="checkbox"/> TRASH	empty	04 Dec 2018 11:31
<input type="checkbox"/> Project Design	empty	14 Dec 2018 12:23
<input type="checkbox"/> AddSSHKey.png	13.26 KB	14 Dec 2018 12:23

All files and folders contain icons before their names and are organised in the following way:

- System folders are always displayed in the same order and cannot be deleted:
  - Incoming Shares - contains all your received files.
  - Outgoing Shares - contains all your shared files.
  - User Homes - accessible to the admin only and contains all files and folders of your users.
  - Projects Shared With Me - contains project folders that your Quatrix users shared you.
  - TRASH - contains all deleted files.
- Project folders - folders that you shared with your Quatrix users.
- Folders
- Files
- Encrypted files

If you would like to rename, delete, copy, move, or preview file(s), tick the check boxes for one or more files and choose the desired action from the top menu or right-click menu.

Info for Admin

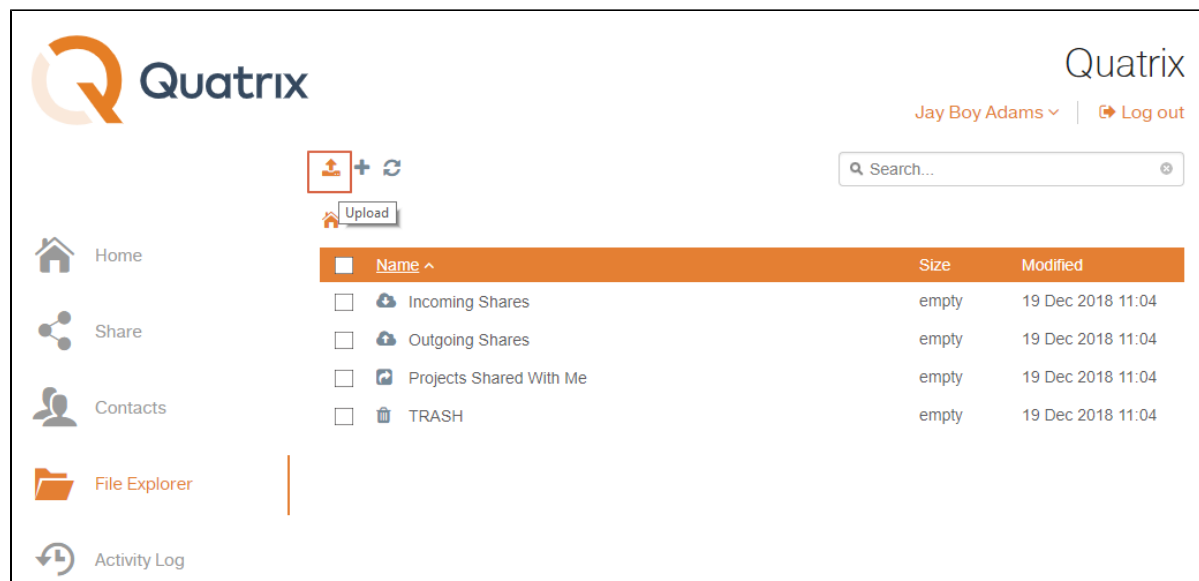
Besides own files and folders the administrator can see **User homes** folder of their users which is empty by default. The administrator cannot delete files and folders from the **User Homes** folder. This is possible only when the admin deletes the user.

If you need to refresh the file listing, click the **Refresh** icon.

## File Management

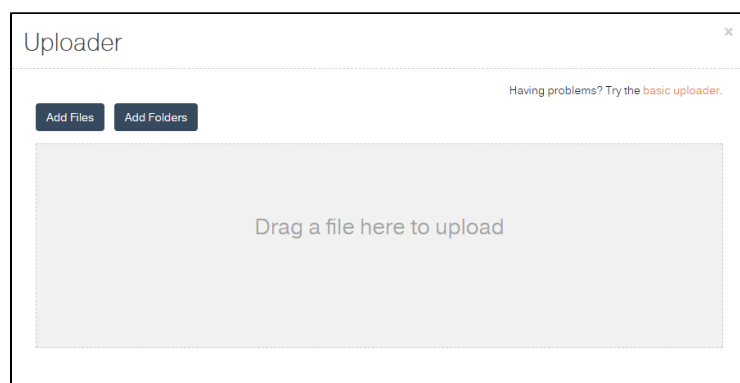
## Uploading Files

You can upload files to your Quatrix storage from your computer by clicking the **Upload** icon from the top menu which opens the **Uploader** window. You can add local files or folders by either clicking appropriate buttons or you can just drag-and-drop files/folders from your desktop to the **Uploader**.



There are 2 types of file uploaders:

- Uploader
- Basic uploader



You can't upload the file more than 2 GB using Basic uploader.

## Sharing Files

To share files you should tick the check boxes for the files you wish to share and click the **Share** icon. This loads the **Share** form with the file listing populated with files you want to share. See more [File Sharing](#).

## Requesting Files

Quatrix is a great tool for acquiring files from your contacts or users with the assurance of security, detailed tracking and PGP encryption (if enabled for your account).

You can send a request for sharing files using the **Share** or **Contacts** tab.

To request files on the **Share** tab:

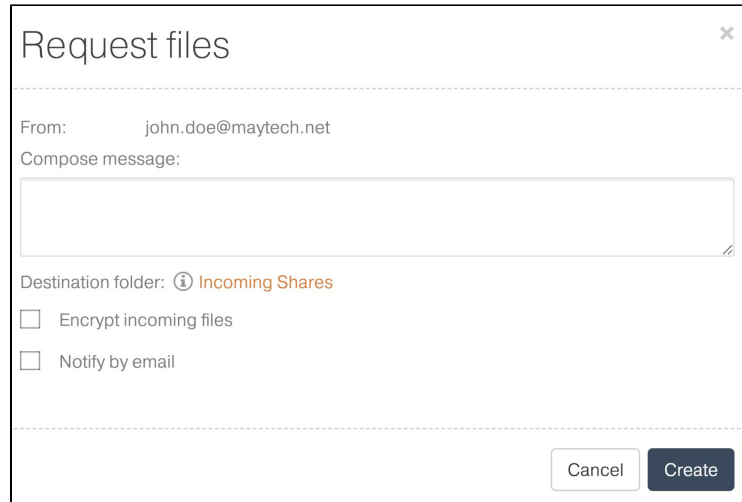
1. Select Recipient(s) can return files check box in the Optional Settings section ([see the screenshot](#)).
2. Add, upload and share files. For more info see [File Sharing](#).
3. Your contact or user receives the email with the **Return** link to send files back to you.

To request files on the **Contacts** tab:

1. Select the contact or user you want to get files from and click on the Request icon from the above menu ([see the screenshot](#)).
2. Type in the message and click on the **Create** button. The link to return files will be generated and displayed at the top right of your account.

3. Click on the **Copy link** button on the notification and share it as you wish.

If you would like to send the request by email, tick the **Notify by email** check box. While creating the file request you can specify the destination folder for your returned files by clicking on the **Incoming Shares** link. If you haven't found the folder you want to store returned files, create the new one there.




Please note that users who receive requests should register or use an existing Quatrix account to return files.

The links uniquely point to a form to securely send files to you. Your contacts/users cannot edit the recipient address so the facility cannot be misused for general file sharing.

If PGP is enabled for your account you can ensure that files shared to you are encrypted using your public key. The files are automatically encrypted as they are queued for upload and this requires no additional skills or actions from your contacts/users. See more [PGP encrypted file transfer](#).

As soon as your contact/user uploads files you will receive an email notification with the requested files.

Warning

 Contacts can use request files links only once, as soon as some files were uploaded, the link will expire!

Contacts can't open Request files links after 14 days!

You have to either send the request at least every 2 weeks or convert your contact to paid Quatrix user. There is no expiration set for paid users and links are available forever.

When you send requests, emails are sent individually to each recipient - the recipient list is hidden.

## Searching Files

You can search for files using the search box in the upper right. Files can be found based on the following properties:

- file name
- creation and modification date
- recipient and sender.

Folders allow files to be sorted into groups (e.g. junk, personal) to make storing and locating files easier.

## Folder Management

### Creating Folders

If you would like to create a new folder, follow these steps:

1. Go to the **File Explorer** tab and click on the **Plus** icon from the top menu.
2. Specify the folder name on the **Create Folder** window and save it.

Quatrix

Kelly Clarkson | Log out

Search...

Home Share Contacts File Explorer Activity Log

Add folder

<input type="checkbox"/>	Name ^	Size	Modified
<input type="checkbox"/>	Incoming Shares	empty	18 Dec 2018 12:40
<input type="checkbox"/>	Outgoing Shares	empty	18 Dec 2018 12:40
<input type="checkbox"/>	User Homes	3 items	18 Dec 2018 12:40
<input type="checkbox"/>	Projects Shared With Me	empty	18 Dec 2018 12:40
<input type="checkbox"/>	TRASH	empty	18 Dec 2018 12:40
<input type="checkbox"/>	Accounting	empty	19 Dec 2018 13:04
<input type="checkbox"/>	Management	empty	19 Dec 2018 13:04

## Renaming Folders

The folder name can be easily changed by ticking the check box next to the folder and selecting an appropriate icon from the top menu or by right-clicking on the folder and selecting the **Rename** option from menu.

Quatrix

Kelly Clarkson | Log out

Search...

Home

Rename

<input type="checkbox"/>	Name ^	Size	Modified
<input type="checkbox"/>	Incoming Shares	empty	18 Dec 2018 12:40
<input type="checkbox"/>	Outgoing Shares	empty	18 Dec 2018 12:40
<input type="checkbox"/>	User Homes	3 items	18 Dec 2018 12:40
<input type="checkbox"/>	Projects Shared With Me	empty	18 Dec 2018 12:40
<input type="checkbox"/>	TRASH	empty	18 Dec 2018 12:40
<input checked="" type="checkbox"/>	Accounting	empty	19 Dec 2018 13:04
<input type="checkbox"/>	Management	empty	19 Dec 2018 13:04

- Create quicklink
- Share
- Rename
- Cut
- Copy
- Delete
- Create project folder
- File info

## Deleting Folders

If you need to delete the folder, tick the check box next to it and either click on the **Delete** icon from the top menu, or select an appropriate option from the right-click menu. All your deleted folders are moved to **Trash** and are stored there for 30 days.

If you delete the folder, its containing sub-folders will be deleted as well.

To restore the deleted folder, go to the **Trash** folder, tick the appropriate folder and select the **Cut** or **Copy** options. Then go to the place you would like to restore your folder and click on the **Paste** button from the top menu. If you restore the folder with containing sub-folders, the inner folder structure will be kept the same.

## Reordering Folders

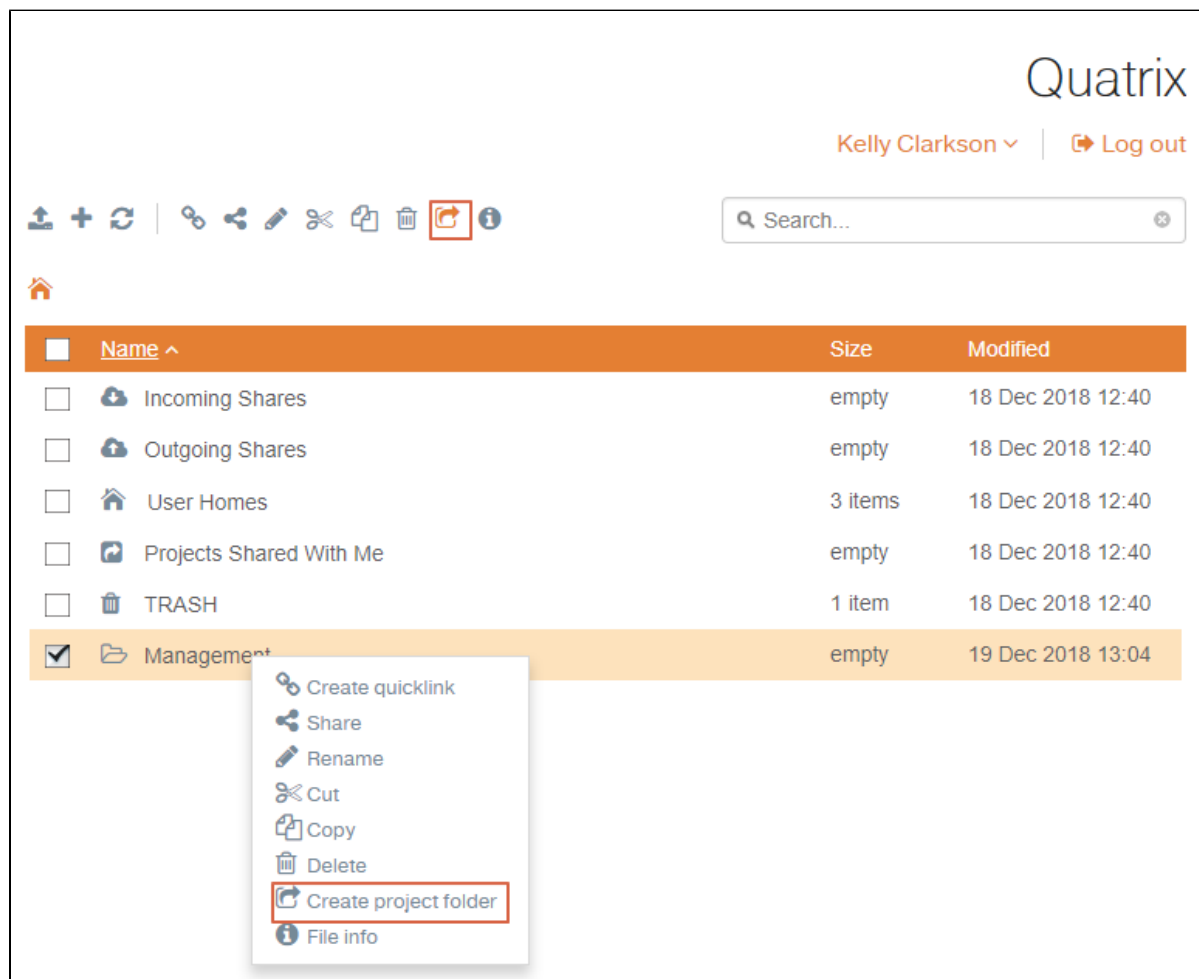
You can easily organise any structure of your folders that allows you to keep your files and folders organised. Nested folders generally make it easier to find specific files later, because you don't have to sift through all your files at once.

To move your folder to a different location, follow these steps:

1. Tick the check box next to the folder and select the **Copy** or **Cut** menu option.
2. Select an appropriate location and click on the **Paste** option.

## Converting Folders to Project Folders

If you wish to share the folder with your users assigning them different permissions, convert your folder to a project folder by ticking the check box next to the folder and selecting the **Create project folder** option.



The screenshot shows the Quatrix web interface. At the top right, the Quatrix logo is displayed, along with the user name 'Kelly Clarkson' and a 'Log out' button. Below the header is a toolbar with various icons for file management, including a search bar. The main content area shows a list of folders and files. The 'Management' folder is selected, and a context menu is open over it, with the 'Create project folder' option highlighted. The table below shows the details of the folders and files.

<input type="checkbox"/>	Name ^	Size	Modified
<input type="checkbox"/>	Incoming Shares	empty	18 Dec 2018 12:40
<input type="checkbox"/>	Outgoing Shares	empty	18 Dec 2018 12:40
<input type="checkbox"/>	User Homes	3 items	18 Dec 2018 12:40
<input type="checkbox"/>	Projects Shared With Me	empty	18 Dec 2018 12:40
<input type="checkbox"/>	TRASH	1 item	18 Dec 2018 12:40
<input checked="" type="checkbox"/>	Management	empty	19 Dec 2018 13:04

Learn details on creation, modification and deletion of project folders on [Project Folder Management](#).