



## Delete Files and Folders

You can delete files and folders that are no longer valid or those you uploaded by mistake.

### Procedure

1. Click  (**More**) on the folder or file.
2. Click  (**Delete**).

### Note

You cannot delete folders if they have contents.


### Results

The files are deleted from **Library**.

## Download Files


You can download files on to your local drive from **Library**.

### Procedure

1. Select the required files and click  (**More**).

### Note

You can download multiple files simultaneously. The files are first consolidated into a single zip folder and then downloaded to your local drive.

2. Click  (**Download**).

### Results

The files are downloaded to your local drive.

## Move Files

When you organize your files, you can move them to folders at any level.

### Procedure

1. In the table view or the tile view, select the required files and click the **Move** icon on the right.

### Note

- If you are moving a single file, you can also drag and drop the file to the required folder.
- You cannot drag and drop multiple files. You can drag and drop only one file at a time.
- You cannot drag and drop files in the table view. You can drag and drop files only in the tile view.
- You can drag and drop files from tile view to tree view.

- You cannot drag and drop files within the tree view.
  - You can move only files into a folder. You cannot move folders into a folder.
  - You can only select multiple files that are on the same folder level.
  - If you move a file into a folder, the access restrictions on the file change and it inherits the access restrictions of the new parent folder.
2. In the **Move Files** dialog, select the required folder.
  3. Click **Move**.


## Results

The file is moved to the required folder.

## Search and Filter Files and Folders

You can look for specific files and folders using the search option. Filters help you narrow down the displayed files and folders.

## Procedure

1. Click  (**Search**).
2. Enter the keyword.

Files and folders with your keyword in their names are displayed.

## Note

- The system searches both the parent folders and subfolders to display results.
  - Search results are based on access control.
3. To filter the search results, select the required option from the standard SAP system views, **File Types**, **Upload Date**, **Uploaded By**, or **Access**.
    - **Restriction**

The standard SAP system views are only used to filter top-level documents and folders in the library. For example, if you switch the view from **Created by Me** to **Changed by Me** within a folder, you will be directed back to the top level in the library and a list of top-level documents and folders that have been changed by you are displayed.

- You can filter files and folders without searching for a particular keyword too, but the scope is restricted to the current folder.