Library

Use **Library** to store, organize, and share files and folders.

Library offers you the following:

- Efficient management of files, such as documents and multimedia objects, for your daily business activities

- Searching, viewing, uploading, and downloading files, creating folder structures to organize them, and controlling access to them

- Provision of attaching files to sales processes such as sales quotes

- Quick and safe way to share and exchange files for collaboration among sales team members

- Public and private folders. You can set access control for private files and folders.

- Table view and tile view of all the files and folders in the right pane

- Collapsible tree view that shows folder structures in the left pane