

## Organize Files and Folders

You can organize files and folders based on your organizational and business needs. This helps you find the right files quickly for your business processes.

Library offers you various operations to keep your files and folders organized.

### Note

You can perform these operations only if you are authorized.

### Create Folders

You can create folders and folder structures to collect, group, and organize files and folders.

### Context



Organizing files in folders helps you easily and quickly find and share them.

A navigation path that appears above the contents of a folder allows you to keep track of your current location and easily navigate back to an upper level folder in the hierarchy.

### Note

- You can build only five levels of folders.
- If you add a file within a folder, the file inherits the permissions of the parent folder.

### Procedure

1. Click  (**Create**).
2. Select **Create Folder**.
3. Enter **Name**.
4. Do one of the following:
  - To provide access to all users, go to [step 5](#).
  - To provide access to the restricted sales area or employee or both, do the following:
    - a. Switch off **Public**.
    - b. Do the following as required:
      - To restrict access to the required sales area, click **Sales Area** and  (**Add**) the required **Sales Org**, **Distribution Channel**, and **Division**.
      - To restrict access to the required employees, click **Employee** and the **Search and Add** icon.

To provide administration rights to the employee, switch on **Owner**.

5. Click **Save**.


## Results

The folder is created, and it appears in **Library**.


### Upload Files

You can upload files from your local drive to **Library** and organize them in folders. You can also select multiple files for mass upload.

## Procedure

1. Click  (**Create**) at the required folder level.
2. Click **Add Files**.
3. In **Upload Files**, do one of the following:
  - Drag and drop the files
  - Browse the files and click **Open**.

## Note

- The number of files in mass upload is restricted to six.
  - You cannot upload a document if another document has the same name at the same level. We recommend that you upload the document with a different name and edit the title later.
  - The size limit for files is as configured by your administrator. Contact your administrator to change the limit.
4. Do one of the following:
    - To provide access to all users, go to [step 5](#).
    - To provide access to the restricted sales area or employee or both, do the following:
      - a. Switch off **Public**.
      - b. Do the following as required:
        - To restrict access to the required sales area, click **Sales Area** and  (**Add**) the required **Sales Org**, **Distribution Channel**, and **Division**.
        - To restrict access to the required employees, click **Employee** and the **Search and Add** icon.

To provide administration rights to the employee, switch on **Owner**.

5. Click **Save**

## Results

The files are uploaded, and they appear in **Library**.