

FAMShare File Explorer — User Guide

Overview

The File Explorer lets you browse, upload, download, organize, and manage files stored on the FAMShare server. It is organized as a tree of folders that you can navigate like a traditional file manager.

Navigating Folders

- **Open a folder** — Click the folder icon or the folder name to navigate into it. The breadcrumb bar at the top updates to show your current location.
 - **Go back** — Click the back-arrow row (the first row in the list, labeled ..) or click any segment of the breadcrumb trail to jump to a parent folder.
 - **Breadcrumb bar** — Shows the full path from root to your current folder. Click any segment to jump directly to that level.
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Selecting Items

Goal	Action
Select a single item	Click the row
Select multiple items	Hold Ctrl (Windows) or Cmd (Mac) and click each row
Deselect an item	Hold Ctrl/Cmd and click the selected row again

A selection counter ("*N item(s) selected*") appears in the toolbar when one or more items are selected.

Toolbar Actions

The toolbar at the top of the file list contains the following buttons. Buttons are **disabled** when they are not applicable to the current selection or when you only have read-only access to the current folder.

New (folder)

Creates a new subfolder inside the current folder.

1. Click **New**.
2. Type the folder name in the inline input that appears.
3. Press **Enter** or click ✓ to confirm. Press **Esc** or click ✕ to cancel.

Upload

Uploads one or more files into the current folder.

1. Click **Upload**.
2. A file picker dialog opens — select one or more files.
3. A progress indicator is shown while files are transferred. The list refreshes automatically when complete.

Download

Downloads the selected file(s) or folder(s) as a compressed archive.

1. Select one or more items.
2. Click **Download**. The browser saves the archive to your default downloads location.

Note: The Download button is disabled until at least one item is selected.

Rename

Renames the selected file or folder.

1. Select exactly one item.
2. Click **Rename**.
3. Edit the name in the inline input that appears on that row.
4. Press **Enter** or click ✓ to save. Press **Esc** or click ✕ to cancel.

Note: Rename is only available when exactly one item is selected.

Delete

Permanently deletes the selected item(s).

1. Select one or more items.
2. Click **Delete**.

3. A confirmation dialog appears describing what will be removed (including all contents of any selected folders).
4. Click **Confirm** to proceed or **Cancel** to abort.

Warning: Deletion is permanent and cannot be undone.

Sorting

Click any column header (**Name**, **Size**, **Modified**) to sort the list by that column. Click again to reverse the sort order.

Permissions

Your ability to modify content depends on the folder's access level:

Permission	What you can do
Read	Browse and download only. New, Upload, Rename, and Delete are disabled.
Modify	Full access: browse, upload, download, create folders, rename, and delete.

If all action buttons are grayed out, you are in a read-only folder.

Empty Folders

Folders that contain no files are labeled with an **Empty** badge. You can still navigate into them, upload files, or delete them (if you have modify permission).

Tips

- You can select a mix of files and folders before clicking **Download** or **Delete**.
- Refreshing the page returns you to the root folder.
- The file list columns **Name**, **Size**, and **Modified** are all sortable — click the column header to sort.