

FAMShare File Explorer — User Guide v1.3

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, the folder name, or double click the folder row 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 File(s)

Uploads one or more files into the current folder.

1. Click **Upload file(s)**.
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.

Upload Folder

Uploads a folder into the current folder.

1. Click **Upload folder**.
2. A file picker dialog opens — select a folder.
3. A progress indicator is shown while the selected folder, including all files and non-empty subfolders, is transferred. The list refreshes automatically when complete.
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Drag and Drop

Files and folders can also be uploaded via Drag and Drop.

1. Click and hold the file or folder you want to upload.
2. Drag it across the screen to your target folder's designated drop zone.
3. Release the mouse button to complete the action.
4. A progress indicator is shown while the selected folder, including all files and non-empty subfolders, is 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.

Downloads/Uploads in Progress

Downloading and uploading takes place in the background, allowing users to navigate away from the current folder and continue working. While the download or upload is in progress, users will be able to actively observe the background downloads/uploads and their respective status within the **Background downloads/uploads** progress dialog. Users can close the progress dialog, if desired, and redisplay the dialog (if the downloads/uploads are still ongoing) by clicking on the "Show uploads or downloads progress" button (button pictured below).



Copy/Paste

Copies the selected file or folder.

1. Select exactly one item.
2. Click **Copy** or press **Ctrl C**.
3. Select the destination folder, if different from current folder.
4. Click **Paste** or press **Ctrl V** to paste new copy.

Rename

Renames the selected file or folder.

1. Select exactly one item.
2. Click **Rename** or press **F2** key.
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** or press **delete** key.
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, Type, 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.

Generate API Key

An API key is necessary to access and use FAMShare APIs.

1. Navigate to API Keys from user menu.
2. Click **Generate key**.
3. Use Copy identifier button to copy identifier.
4. Use Copy key button to copy API key.

Note:

- API Access role is required in order to access API key functionality.
- API keys expire after 60 days. Within 10 days of expiration, users are able to regenerate an API key from the API Keys page.

Settings

You can customize your settings from the Settings menu.

Remember my last folder

When enabled, restores the last viewed folder location when you return to FAMShare

Replace existing files during upload

When enabled, the upload process replaces any existing files or folders with matching names without asking the user. Matching comparison is case sensitive.

Light mode

Allows you to toggle between Light mode and Dark mode.

Tips

- You can select a mix of files and folders before clicking **Download** or **Delete**.
- Video files (avi, mp4, etc.) and files that are susceptible to viruses and malware (bat, dll, etc.) are not allowed to be uploaded.
- Refreshing the page returns you to the root folder (or to your last viewed folder if the Remember my last folder setting is enabled).
- By toggling the  icon, you can mark a folder as a favorite, adding the folder to your list of favorites to allow you to quickly return to the folder when needed.
- The file list columns **Name**, **Size**, **Type**, and **Modified** are all sortable — click the column header to sort.
- To avoid being prompted to specify a download location every time a file is downloaded, you can permanently set the file download location under browser settings.