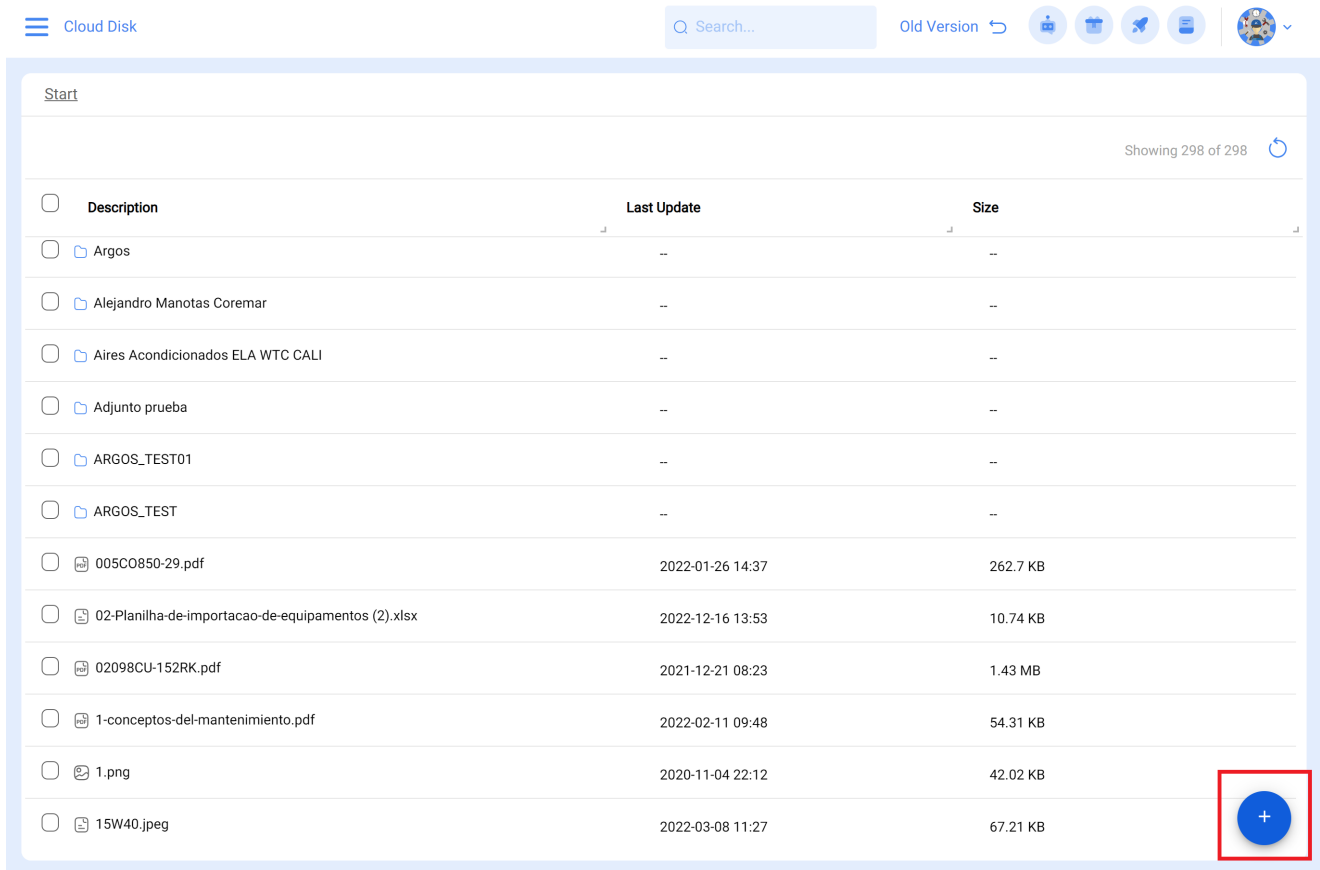


# How to add information to the cloud disk?

[help.fractal.com/hc/en-us/articles/25052578023181-How-to-add-information-to-the-cloud-disk](https://help.fractal.com/hc/en-us/articles/25052578023181-How-to-add-information-to-the-cloud-disk)

To add information you just have to click on the add symbol located at the bottom right of the window.



The screenshot shows the 'Cloud Disk' interface. At the top, there is a search bar and a navigation menu. Below the search bar, there is a table with columns for 'Description', 'Last Update', and 'Size'. The table lists various files and folders, including folders like 'Argos', 'Alejandro Manotas Coremar', 'Aires Acondicionados ELA WTC CALI', 'Adjunto prueba', 'ARGOS\_TEST01', and 'ARGOS\_TEST', and files like '005C0850-29.pdf', '02-Planilha-de-importacao-de-equipamentos (2).xlsx', '02098CU-152RK.pdf', '1-conceptos-del-mantenimiento.pdf', '1.png', and '15W40.jpeg'. A red box highlights a blue plus sign icon in the bottom right corner of the table area.

<input type="checkbox"/>	Description	Last Update	Size
<input type="checkbox"/>	Argos	--	--
<input type="checkbox"/>	Alejandro Manotas Coremar	--	--
<input type="checkbox"/>	Aires Acondicionados ELA WTC CALI	--	--
<input type="checkbox"/>	Adjunto prueba	--	--
<input type="checkbox"/>	ARGOS_TEST01	--	--
<input type="checkbox"/>	ARGOS_TEST	--	--
<input type="checkbox"/>	005C0850-29.pdf	2022-01-26 14:37	262.7 KB
<input type="checkbox"/>	02-Planilha-de-importacao-de-equipamentos (2).xlsx	2022-12-16 13:53	10.74 KB
<input type="checkbox"/>	02098CU-152RK.pdf	2021-12-21 08:23	1.43 MB
<input type="checkbox"/>	1-conceptos-del-mantenimiento.pdf	2022-02-11 09:48	54.31 KB
<input type="checkbox"/>	1.png	2020-11-04 22:12	42.02 KB
<input type="checkbox"/>	15W40.jpeg	2022-03-08 11:27	67.21 KB

Clicking on it will open the options to add a new folder or a new file.

Cloud Disk

Search...

Old Version

Showing 298 of 298

Description	Last Update	Size
Argos	--	--
Alejandro Manotas Coremar	--	--
Aires Acondicionados ELA WTC CALI	--	--
Adjunto prueba	--	--
ARGOS_TEST01	--	--
ARGOS_TEST	--	--
005CO850-29.pdf	2022-01-26 14:37	262.7 KB
02-Planilha-de-importacao-de-equipamentos (2).xlsx	2022-12-16 13:53	10.74 KB
02098CU-152RK.pdf	2021-12-21 08:23	1.43 MB
1-conceptos-del-mantenimiento.pdf	2022-02-11 09:48	54.31 KB
1.png	2020-11-04 22:12	42.02 KB
15W40.jpeg	2022-03-08 11:27	67.21 KB

Navigation icons: Home, Add (+), Close (X)

If the option to add a new folder is chosen, the system will display a window requesting the name of the folder to be added to the system.

Cloud Disk

Search...

Please Enter a Name


Description	Last Update
Argos	--
Alejandro Manotas Coremar	--
Aires Acondicionados ELA WTC CALI	--
Adjunto prueba	--
ARGOS_TEST01	--
ARGOS_TEST	--
005CO850-29.pdf	2022-01-26 14:37
02-Planilha-de-importacao-de-equipamentos (2).xlsx	2022-12-16 13:53
02098CU-152RK.pdf	2021-12-21 08:23
1-conceptos-del-mantenimiento.pdf	2022-02-11 09:48
1.png	2020-11-04 22:12
15W40.jpeg	2022-03-08 11:27

Navigation icons: Back, Home

Start

Showing 298 of 298

<input type="checkbox"/>	Description	Last Update	Size
<input type="checkbox"/>	Argos	--	--
<input type="checkbox"/>	Alejandro Manotas Coremar	--	--
<input type="checkbox"/>	Aires Acondicionados ELA WTC CALI	--	--
<input type="checkbox"/>	Adjunto prueba	--	--
<input type="checkbox"/>	ARGOS_TEST01	--	--
<input type="checkbox"/>	ARGOS_TEST	--	--
<input type="checkbox"/>	005CO850-29.pdf	2022-01-26 14:37	262.7 KB
<input type="checkbox"/>	02-Planilha-de-importacao-de-equipamentos (2).xlsx	2022-12-16 13:53	10.74 KB
<input type="checkbox"/>	02098CU-152RK.pdf	2021-12-21 08:23	1.43 MB
<input type="checkbox"/>	1-conceptos-del-mantenimiento.pdf	2022-02-11 09:48	54.31 KB
<input type="checkbox"/>	1.png	2020-11-04 22:12	42.02 KB
<input type="checkbox"/>	15W40.jpeg	2022-03-08 11:27	67.21 KB



To add files such as images, documents, etc., you must click on the new file option (being in the destination folder so that it is uploaded to that location), after clicking, the system will display a window where you can drag or select the file in question.

Start

Showing 298 of 298

<input type="checkbox"/>	Description	Last Update	Size
<input type="checkbox"/>	Argos	--	--
<input type="checkbox"/>	Alejandro Manotas Coremar	--	--
<input type="checkbox"/>	Aires Acondicionados ELA WTC CALI	--	--
<input type="checkbox"/>	Adjunto prueba	--	--
<input type="checkbox"/>	ARGOS_TEST01	--	--
<input type="checkbox"/>	ARGOS_TEST	--	--
<input type="checkbox"/>	005CO850-29.pdf	2022-01-26 14:37	262.7 KB
<input type="checkbox"/>	02-Planilha-de-importacao-de-equipamentos (2).xlsx	2022-12-16 13:53	10.74 KB
<input type="checkbox"/>	02098CU-152RK.pdf	2021-12-21 08:23	1.43 MB
<input type="checkbox"/>	1-conceptos-del-mantenimiento.pdf	2022-02-11 09:48	54.31 KB
<input type="checkbox"/>	1.png	2020-11-04 22:12	42.02 KB
<input type="checkbox"/>	15W40.jpeg	2022-03-08 11:27	67.21 KB



Start













<input type="checkbox"/>	Description	Last Update
<input type="checkbox"/>	Argos	--
<input type="checkbox"/>	Alejandro Manotas Coremar	--
<input type="checkbox"/>	Aires Acondicionados ELA WTC CALI	--
<input type="checkbox"/>	Adjunto prueba	--
<input type="checkbox"/>	ARGOS_TEST01	--
<input type="checkbox"/>	ARGOS_TEST	--
<input type="checkbox"/>	005CO850-29.pdf	2022-01-26 14:37
<input type="checkbox"/>	02-Planilha-de-importacao-de-equipamentos (2).xlsx	2022-12-16 13:53
<input type="checkbox"/>	02098CU-152RK.pdf	2021-12-21 08:23
<input type="checkbox"/>	1-conceptos-del-mantenimiento.pdf	2022-02-11 09:48
<input type="checkbox"/>	1.png	2020-11-04 22:12
<input type="checkbox"/>	15W40.jpeg	2022-03-08 11:27

Drag Files or Click to Browse

Maximum upload file size: 80MB

Start

Showing 298 of 298 

<input type="checkbox"/>	Description	Last Update	Size
<input type="checkbox"/>	 Aires Acondicionados ELA WTC CALI	--	--
<input type="checkbox"/>	 Adjunto prueba	--	--
<input type="checkbox"/>	 ARGOS_TEST01	--	--
<input type="checkbox"/>	 ARGOS_TEST	--	--
<input type="checkbox"/>	 005CO850-29.pdf	2022-01-26 14:37	262.7 KB
<input type="checkbox"/>	 02-Planilha-de-importacao-de-equipamentos (2).xlsx	2022-12-16 13:53	10.74 KB
<input type="checkbox"/>	 02098CU-152RK.pdf	2021-12-21 08:23	1.43 MB
<input type="checkbox"/>	 1-conceptos-del-mantenimiento.pdf	2022-02-11 09:48	54.31 KB
<input type="checkbox"/>	 1.png	2020-11-04 22:12	42.02 KB
<input type="checkbox"/>	 15W40.jpeg	2022-03-08 11:27	67.21 KB
<input type="checkbox"/>	 15w40 aceite.jpeg	2022-03-08 11:27	32.04 KB
<input type="checkbox"/>	 1624438178.jpg	2021-07-12 12:06	93.82 KB

What types of files can I upload to Fractal One?