

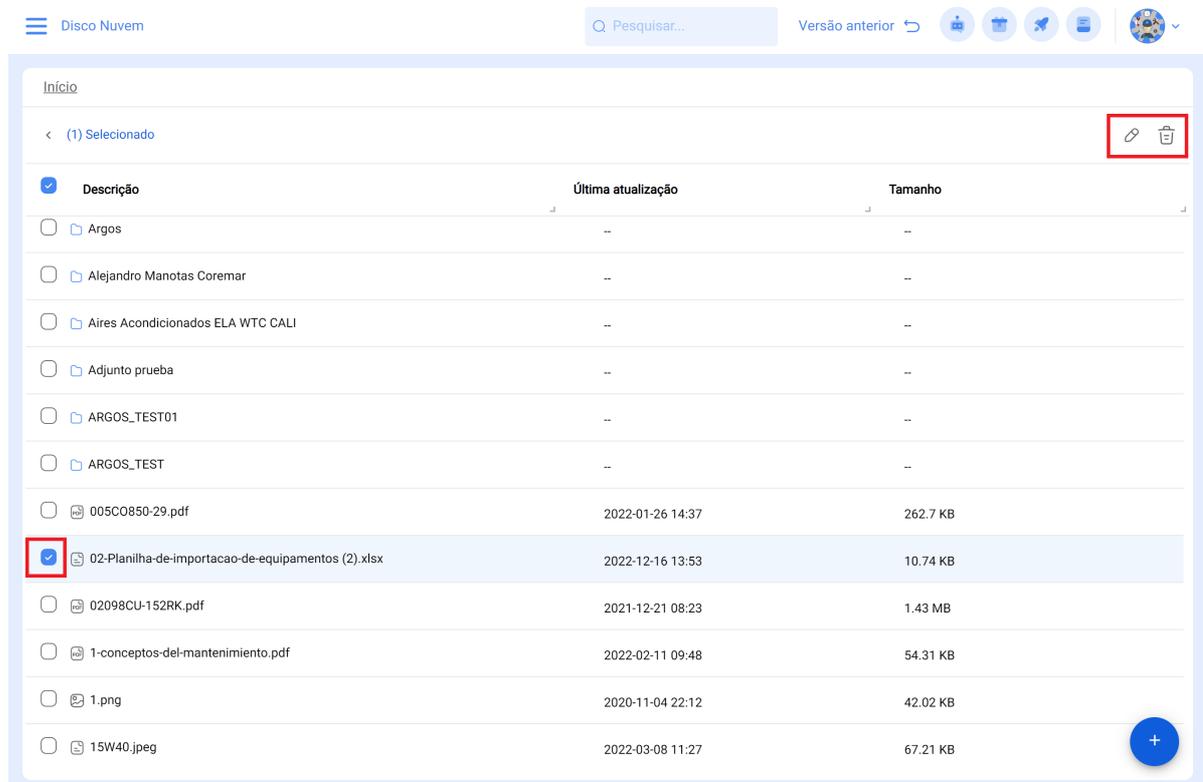
How to rename or delete files and folders in the Cloud Disk?

help.fracttal.com/hc/en-us/articles/25052593496333-How-to-rename-or-delete-files-and-folders-in-the-Cloud-Disk

To rename or delete a file or folder, you need to select the desired item. After selection, the system will enable a toolbar where you can choose between the actions of deleting or renaming, as needed.

How to Rename a File or Folder

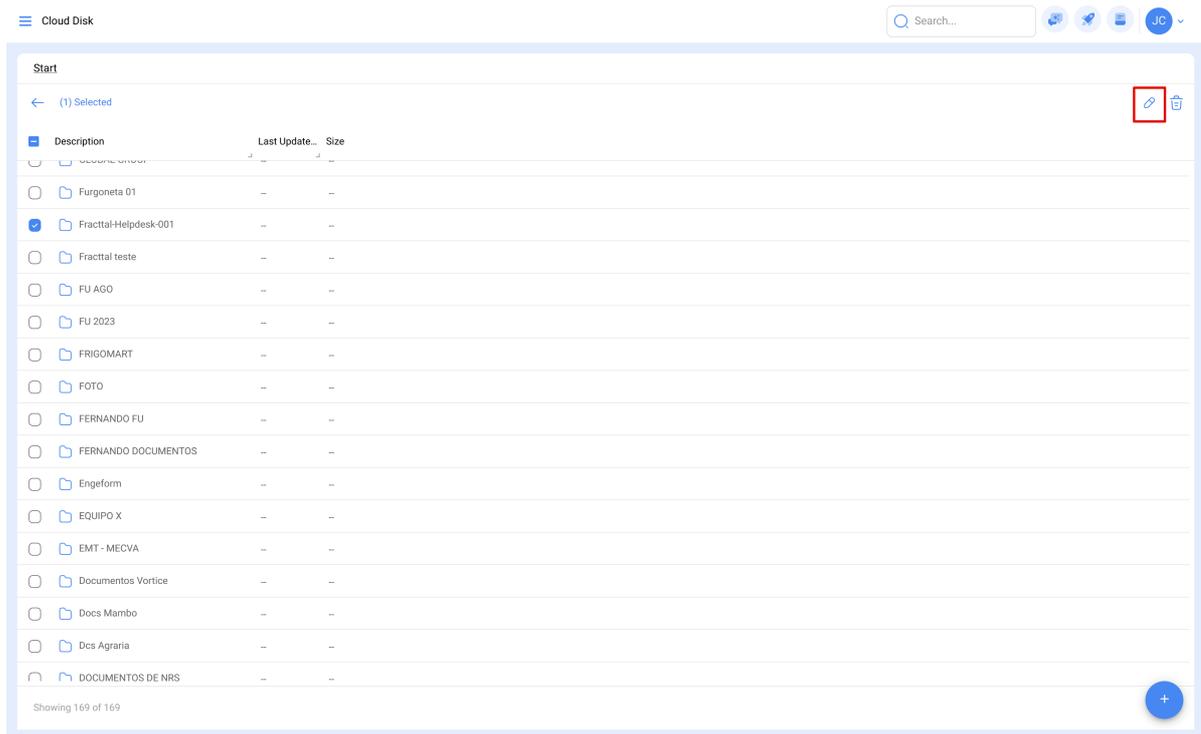
1. Select the file or folder you want to rename from the cloud disk list.



The screenshot shows the Google Drive interface. At the top, there is a search bar labeled "Pesquisar..." and a "Versão anterior" button. Below the search bar, the interface shows a list of files and folders. The file "02-Planilha-de-importacao-de-equipamentos (2).xlsx" is selected, indicated by a blue checkmark in the selection column. A red box highlights the selection checkbox. Another red box highlights the toolbar in the top right corner, which contains icons for renaming (pencil) and deleting (trash). The file list includes columns for "Descrição", "Última atualização", and "Tamanho".

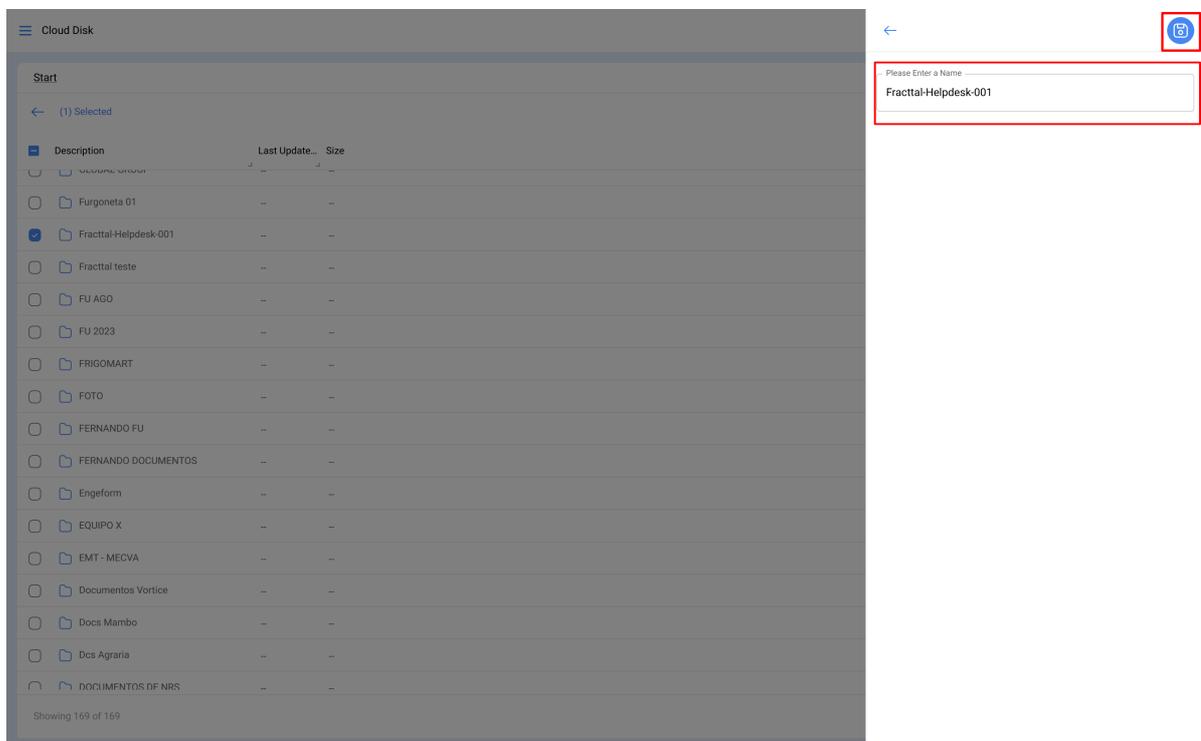
| Seleção | Descrição | Última atualização | Tamanho |
|-------------------------------------|--|--------------------|----------|
| <input type="checkbox"/> | Argos | -- | -- |
| <input type="checkbox"/> | Alejandro Manotas Coremar | -- | -- |
| <input type="checkbox"/> | Aires Acondicionados ELA WTC 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 checked="" 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 |

2. Click the edit icon in the upper right corner of the screen.



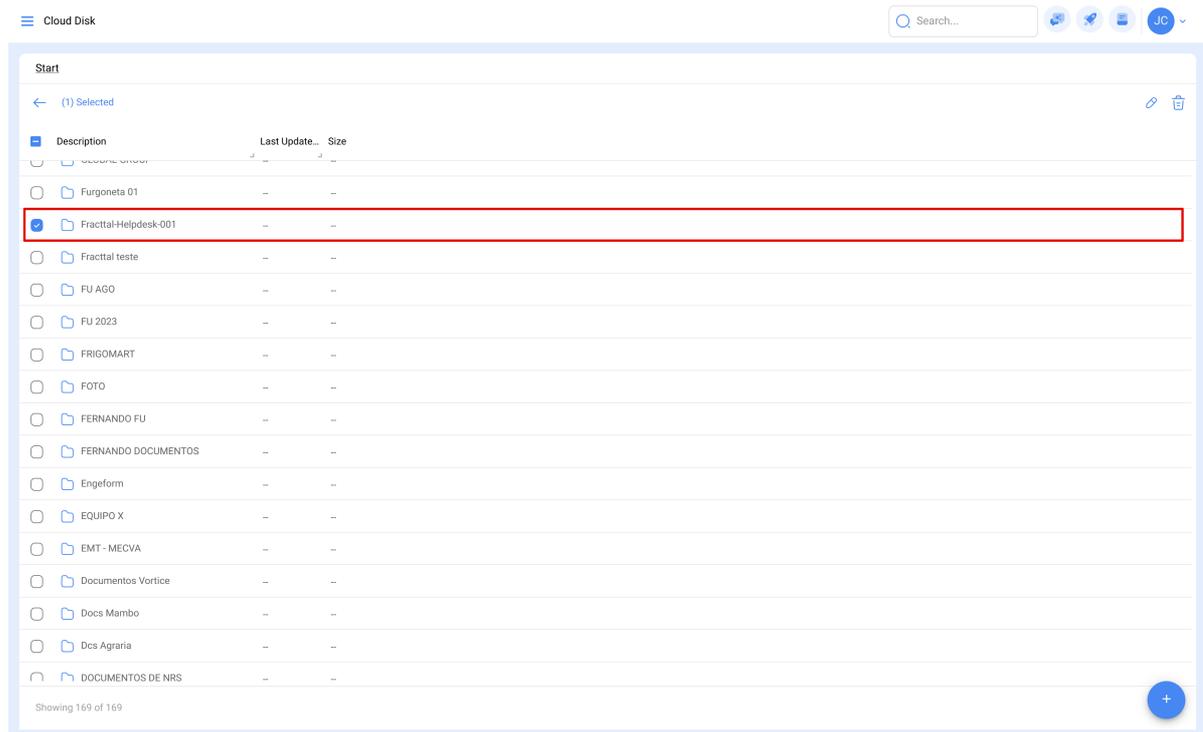
3. A pop-up window will appear with an editable field.

4. After making the change, click Save to confirm the modification.

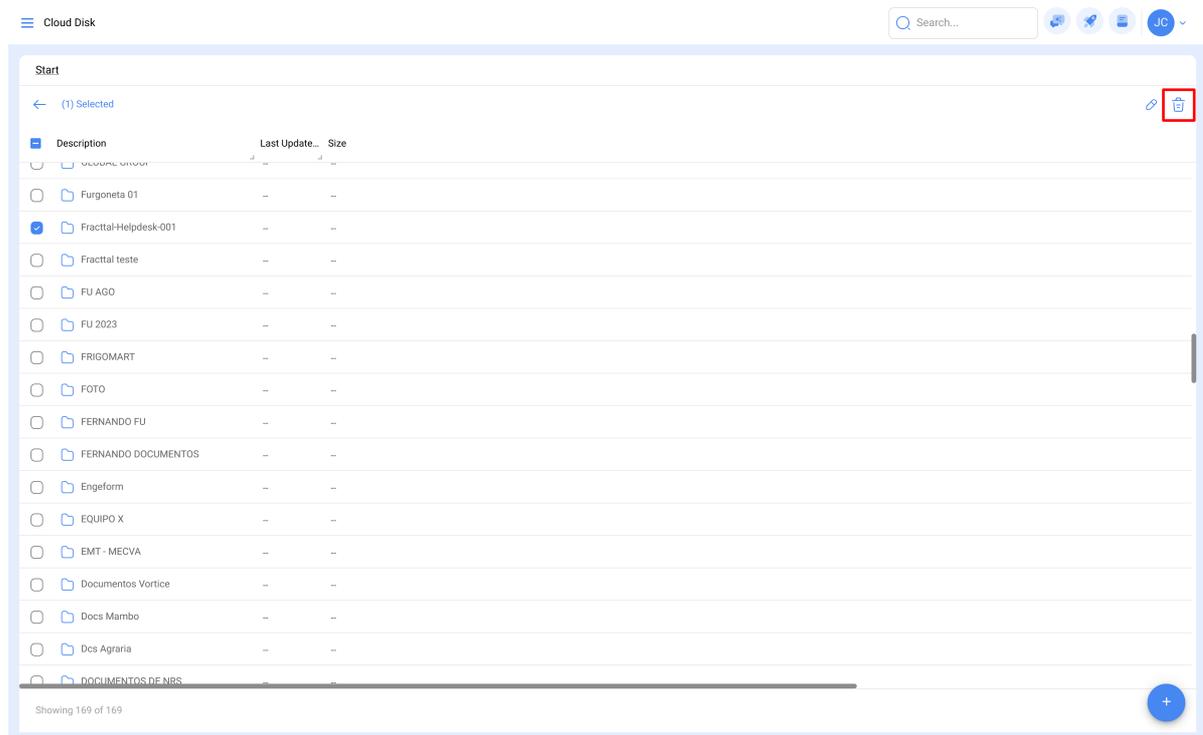


How to Delete a File or Folder

1. Select the file or folder you want to delete from the cloud disk list.



2. Click the delete icon in the upper right corner of the screen.



3. A confirmation window will appear. Confirm the action to finalize the deletion of the file or folder.

