

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

help.fractal.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 must select the document in question so that the system enables a bar, where you can select the option to delete or rename as appropriate.

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 of files and folders. The table has columns for Description, Last Update, and Size. The file "02-Planilha-de-importacao-de-equipamentos (2).xlsx" is selected, and a red box highlights the edit and delete icons in the top right corner of the table.

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 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

In case you select the edit option, the system will display a new window where you can modify the name of the file or folder and then save the changes made.

Cloud Disk Search...

Start

< (1) Selected

<input checked="" 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 checked="" 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

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Please Enter a Name

02-Planilha-de-importacao-de-equipamentos (2)