S-Drive Quick Reference Guide v2.0: Salesforce Classic

1. 'S-Drive Folders' Tab

'S-Drive Folders' tab has three panels: *Folders* panel (Figure 1-1) displays folder structure. *Toolbar* panel (Figure 1-2) includes buttons required for *creating folders*; *uploading, downloading, emailing, deleting, copying, and moving files and a search box*. *Current Folder View / Search Results View* (Figure 1-3) displays all files and subfolders inside the selected folder or based on a search accordingly. *Actions* column in the current folder view has file and folder basis actions like *Download*, Share, Rename, *Edit Description*, *Copy URL to Clipboard*, and *Delete*.
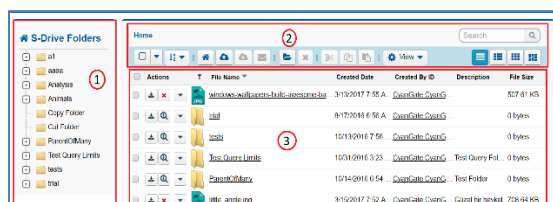

Figure 1

a. Creating Folders

Click '*New Folder'* button ( ) from the toolbar. Type the folder name and then click 'OK' button to create a folder (Figure 2). Folder names cannot be blank, cannot start with a space or a dot and cannot contain characters such as **'\', '/', ':', '*', '?', '"', '<', '>', '|'**.

Figure 2

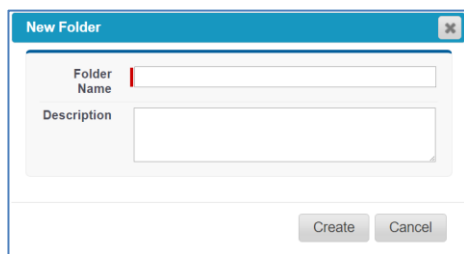### b. Uploading Files

Click '*Upload File(s)'* button ( ) from the toolbar. Based on the configuration HTML Upload Widget (Figure 3) will be displayed as a popup or in a new page

Select file(s) to upload by clicking *'Add file(s)'* button ( ). Browse and select files by clicking *'Open'* button to add files to the upload list. You can organize upload list using *'Add file(s)'* ( ) and *'Remove file(s)'* ( ) buttons. Click '*Upload file(s)'* button ( ) to start uploading selected files. Upload progress will be

displayed in the *'Upload Progress Bar'*. Status of the uploaded file will be updated to *'COMPLETED'*.

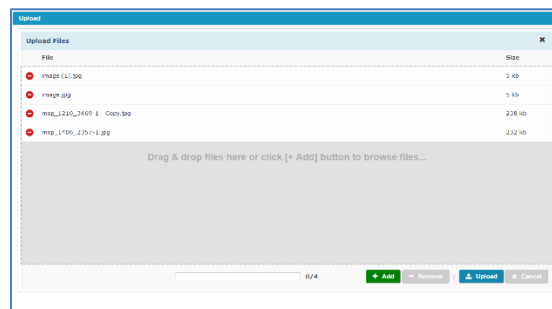Note that Java and Flash upload managers have been deprecated since v1.28

Figure 3

c. Uploading New Versions of a File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for your organization.] You can upload new version of file by clicking "Item Actions" button under "Actions" column and selecting **"Upload New Version"** action menu (Figure 4). Only HTML Upload Manager supports version upload.
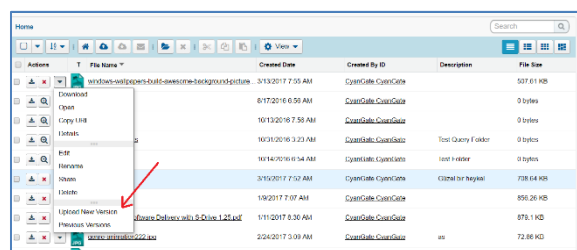

Figure 4

d. Previous Versions of a File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for your organization.] You can see previous versions of a file by clicking "Item Actions" button under "Actions" column and selecting **"Previous Versions"** action menu item from dropdown. (Figure 5).
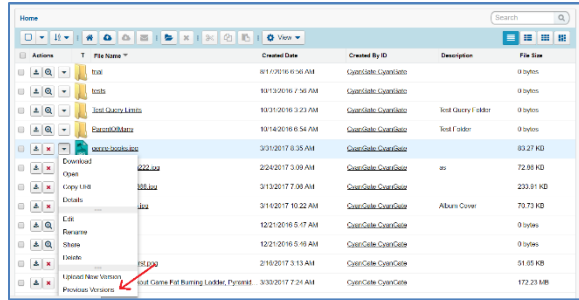
Figure 5

You can set a version of a file as current version by clicking "Item Actions" button under "Actions" column and selecting **"Set Current"** action menu item from dropdown. (Figure 6)
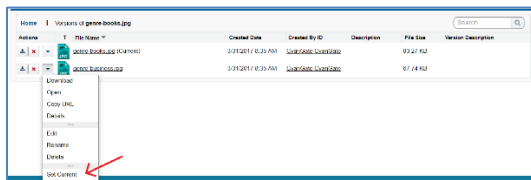

Figure 6

e.   Emailing Files

Select file(s) and then click *'Send Email'* button ( ) to email files. You can type a contact name into 'To' address or you can select it searching over your contacts by clicking 'Lookup' button. You can select or type 'Additional To', 'CC', and 'BCC' fields using appropriate fields and buttons. *'Attachment Expiration'* is used to set the expiration time for the attached files. Default is *'Never Expires'*. If you uncheck *'Never Expires'*, other options will appear. For example, if you select 30 minutes for the attachment expiration, recipients of the email will not be able to download the attached files after 30 minutes of sending the email. You can display and hide attachment details using *'Details'* buttons. You can remove individual attachments from email by clicking *'-'* icon next to the file name in the *'Details'* section. Type your email's subject and message body or select a preconfigured template using "Select Template" button, then click 'Send' button to send the email (Figure 7). You'll get success message if email is sent correctly. Note that you cannot email folders.
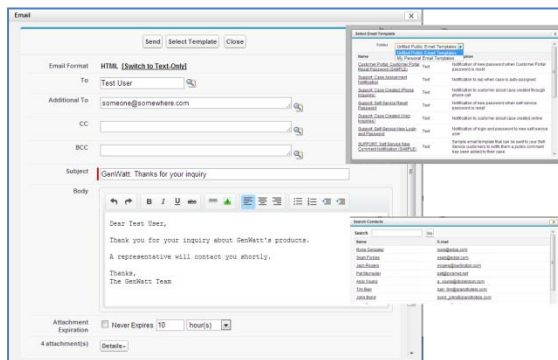

Figure 7

f.   Deleting Files/Folders

Select files/folders and then click *'Delete File(s)'* button (✖) to delete files or folders. You can delete files/folders one-by-one using *'Delete'* action menu item from the Actions column of the selected file/folder. You'll be asked *'Are you sure?'* after clicking *'Delete'* button. Select *'Yes'* option to delete files/folders (Figure 8). You cannot delete folders that contain files or subfolders.
If you have versions under the current file, all versions of this file will also be deleted.
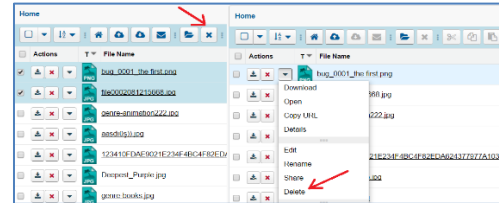

Figure 8

g.   Downloading Files

To download a single file with one click, select a file and then click *'Download'* action menu item from the Actions column of the selected file. Note that you cannot download folders.
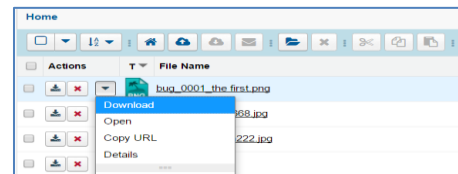

Figure 9

To download files using *'Zip & Download'*, select files and then click *'Download File(s)'* button (Figure 10-a). ' *Zip & Download"* screen will open and the download will start. Note that, to use '*Zip & Download*' feature, it needs to be enabled by your system administrator using S-Drive configuration tab.
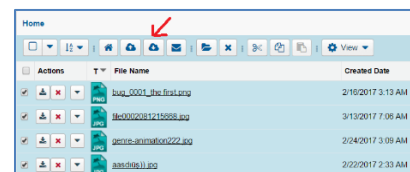

Figure 10

h.   Copying and Moving Files

Select file(s) you want to copy and click *'Copy'* button ( ), browse to the target folder that you want to paste the file(s), and click 'Paste' button ( ). If versioning is enabled and you have versions of the selected file, only latest version of the file will be copied.
Select file(s) you want to move and click *'Cut'* button (✂), browse to the target folder that you want to paste the file(s), and click *'Paste'* button ( ). If versioning enabled and you have versions of the selected file, file will be copied over/ cut with all its versions.

2

If sharing is enabled, it will ask if you want to bring the sharing option along with the item being copied over/ cut. Progress window will be displayed and files will be copied or moved to the target folder (Figure 11). Note that copy/move operations are not allowed on folders.
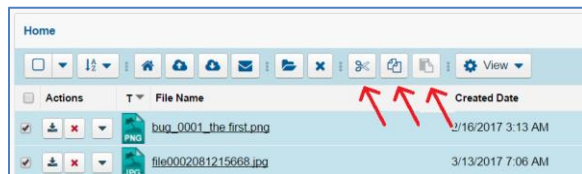

Figure 11

i. Renaming Files/Folders

Click the "Item Actions" menu of the file or folder you want to rename and select *'Rename'* from the list. Type in the new name in the pop-up and click *'Save'* button (Figure 12).
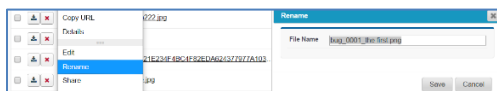
Figure 12

j. Editing File/Folder Description

Click the "Item Actions" menu of file or folder you want to edit its description and select *'Edit'* from the list. Type in the new description in the pop-up and click *'Save'* button (Figure 13).
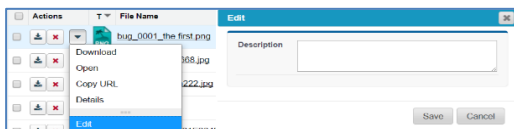
Figure 13

k. Copying URL to Clipboard

For copying URL of a file to clipboard, click the "Item Actions" menu of the file, then select *'Copy URL'* from the list. Follow the on-screen instructions and copy the URL (Figure 14). Now you can paste the URL.
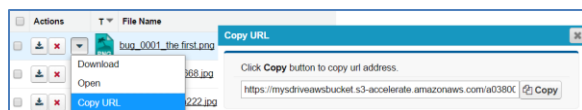
Figure 14

l. Sharing Files & Folders

You can list shares on the file, add new shares for files and folders to users/groups/roles etc., edit/delete current shares using "Share" item menu action of the "Item Actions" menu. See "S-Drive User Guide" for detailed information.
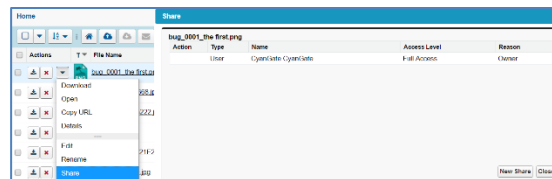
Figure 15

m. Searching S-Drive Folders

You can search for files and folders inside S-Drive Folders (Figure 16).

To start a search, type the search criteria into the search box that is located at the top right corner of S-Drive Folders screen and click 'Enter'. You can use wildcards, *'** (multiple characters),? (single character)'* in search keywords. For example: *exam**, *boo?* etc.

Results are displayed in the same section with a *'X Result(s) Found'* header. 'New Folder', 'Upload File(s)', 'Paste' buttons are invisible in the search results screen. You can go back to home by clicking *'Back to Home'* link on the left of the screen.
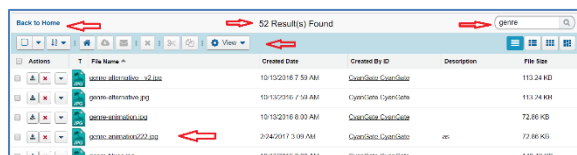
Figure 16

n. Switching Between View Types

S-Drive has four different view types. List, Thumbnail, Grid and Card. If *'Preview and Thumbnail'* feature is enabled for S-Drive Folders (S3Object), you can switch between view types (Figure 17). See S-Drive Advanced Configuration Guide for *'Preview and Thumbnail'* configuration.
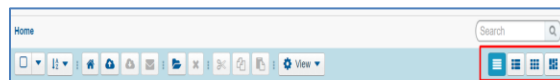

Figure 17

You can display thumbnail of your files in list format using *Thumbnail View* (Figure 18).
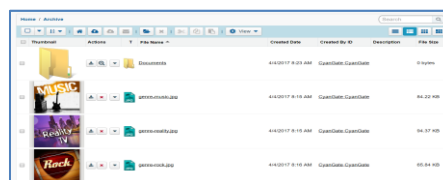

Figure 18

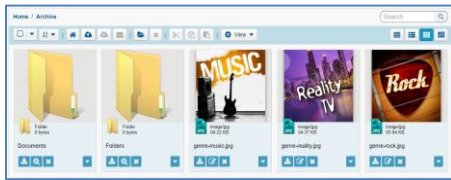You can display thumbnail of your files in grid format using *Grid View* (Figure 19).

Figure 19

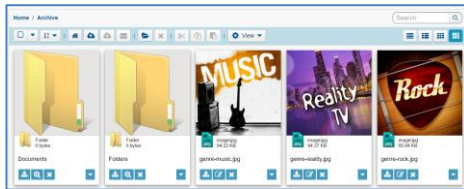You can display thumbnail of your files in card format using *Card View* (Figure 20).

Figure 20

2. S-Drive Attachments Page Component

'S-Drive Attachments' is the ability to add S-Drive into objects (such as cases, accounts, etc.). You can create folders and upload files to Salesforce objects without file size limitations using S-Drive Attachments. You can also attach files to objects from S-Drive Folders. You can browse into the folders by using the current folder information holder and search for files and folders (Figure 21).
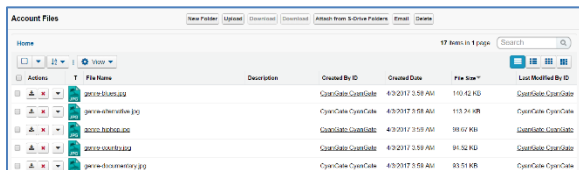
Figure 21

'S-Drive Attachments' has three sections: *'Buttons'* (Figure 22), *'Navigation Panel and Search Box'* (Figure 23) and 'Attachments' (Figure 24).

'Buttons' section has 'New Folder', 'Upload File(s)', 'Attach from S-Drive Folders', 'Email Selected', 'Delete Selected', and 'Download Manager' buttons (Figure 22).
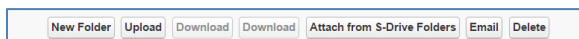
Figure 22

'Navigation Panel and Search Box' has navigation panel to easily browse between folders, total items/pagination for the selected object and a search box to search files and folders (Figure 23).
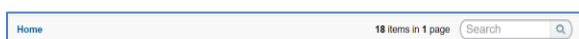
Figure 23

'Attachments' section has the list of attachments and folders. This list has 'Actions', 'File Name', and customizable field columns (default 'File Size', 'Created By', 'Created Date', and 'Description') for each file (Figure 24).
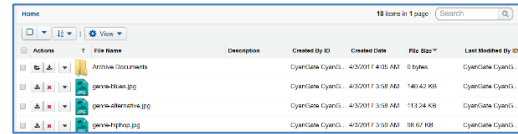
Figure 24

'Attachments' section may display the list of attachments in pages based on your configuration (Figure 25).
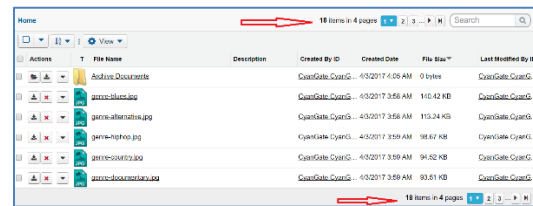
Figure 25

a. Creating Folders

Click *'New Folder'* button to create a folder for the selected object (Figure 22).

Once you click the button, 'New Folder' screen will be displayed. Type in the folder name and click 'Create' button to create the new folder (Figure 26).
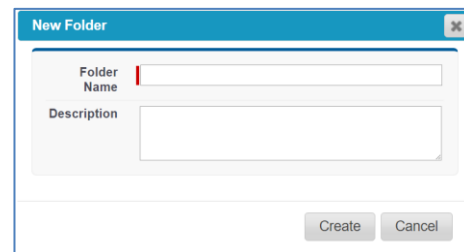
Figure 26

You can browse between folders using the current folder information holder, above the 'Actions' column (Figure 27).
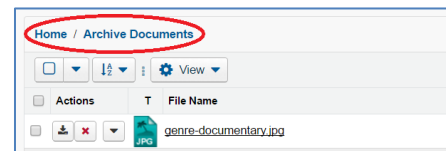
Figure 27

b. Uploading Attachments

Click *'Upload'* button from the toolbar. Based on the configuration HTML Upload Widget (Figure 28) will be displayed as a popup or in a new page

4

Select file(s) to upload by clicking *'Add file(s)'* button (![+ Add]). Browse and select files by clicking *'Open'* button to add files to the upload list. You can organize upload list using *'Add file(s)'* (![+ Add]) and *'Remove file(s)'* (![⊖]) buttons. Click *'Upload file(s)'* button (![Upload]) to start uploading selected files. Upload progress will be displayed in the *'Upload Progress Bar'*. Status of the uploaded file will be updated to *'COMPLETED'*.

Note that Java and Flash upload managers have been deprecated since v1.28
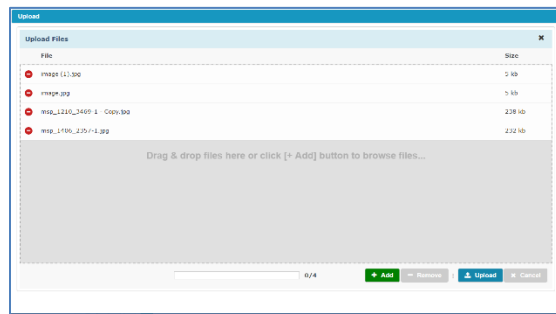
Figure 28

c.   Uploading New Versions of a File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for your organization.] You can upload new version of file by clicking "Item Actions" button under "Actions" column and selecting **"Upload New Version"** action menu (Figure 29). Only HTML Upload Manager supports version upload.
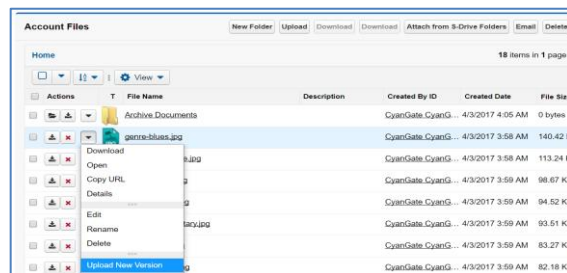
Figure 29

d.   Previous Versions of File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for your organization.] You can see previous versions of a file by clicking "Item Actions" button under "Actions" column and selecting **"Previous Versions"** action menu item from dropdown. (Figure 30).
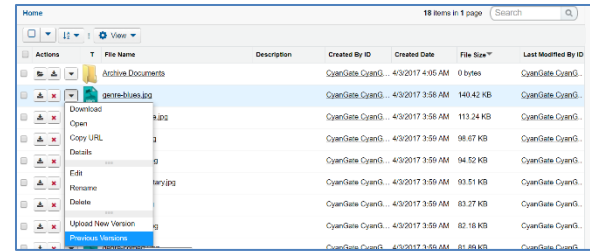
Figure 30

You can set a version of a file as current version by clicking "Item Actions" button under "Actions" column and selecting **"Set Current"** action menu item from dropdown. (Figure 31)
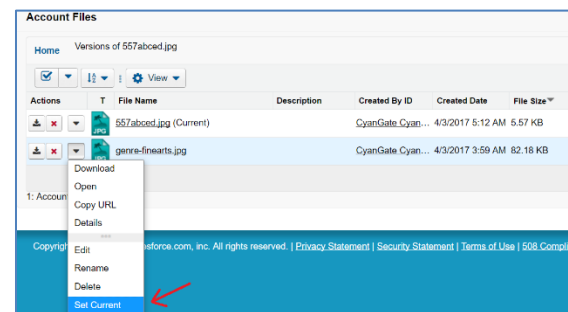
Figure 31

e.   Attaching Files from S-Drive Folders

Click *'Attach from S-Drive Folders'* button to attach files from *'S-Drive Folders'* (Figure 22). This will bring the 'S-Drive Folders' screen with two additional buttons: *'Attach File(s)'* and *'Cancel Attach'* (Figure 32). Once the 'S-Drive Folders' screen is opened you can select files and click 'Attach File(s)' button to attach selected files to the selected object as attachments. Attaching is a copy process, so, copy of the attached file will be created for the selected object. Only current file will be attached if you have versions under the file.
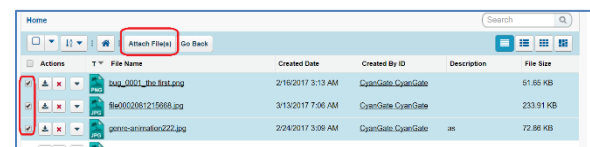
Figure 32

f.   Emailing Selected Attachments

Select one or more files using checkboxes next to each file. Click *'Email Selected'* button to email selected files (Figure 33). This will bring the 'Email Screen' described in *'1-c. Emailing Files'* section.
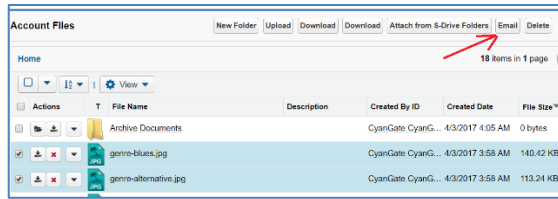
Figure 33

g. Deleting Selected Attachments

Select one or more files using checkboxes next to each file. Click *'Delete Selected'* button to delete selected files from *'S-Drive Attachments'* (Figure 34). Alternatively, you can delete files one by one using the 'Delete' action menu item in the *'Actions'* column of the selected file after clicking the 'Item Actions' button. If you have versions under the current file, all versions of this file will also be deleted.
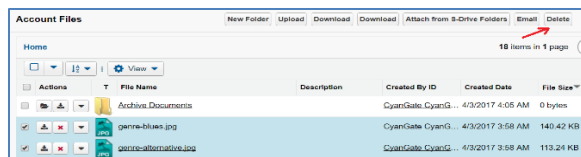
Figure 34

h. Downloading Selected Attachments

You can download a single *'S-Drive Attachment'* by clicking *'Download'* action menu item in the *'Actions'* column of the selected file (Figure 35).
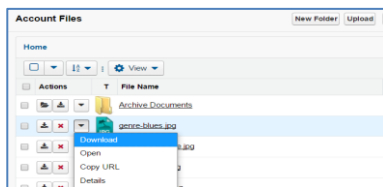
Figure 35

You can download multiple *'S-Drive Attachments'* by selecting files and then clicking *'Zip & Download'* button. Note that you cannot download folders (Figure 36).
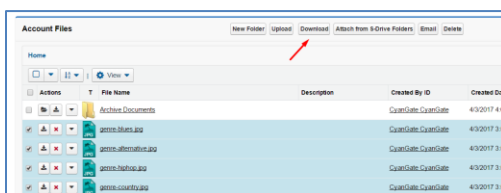
Figure 36

Note that, to use '*Zip & Download'* feature it needs to be enabled by your system administrator.

i. Copying URL of a Selected Attachment

You can copy URL of an *'S-Drive Attachment'* by clicking *'Copy URL'* action menu item in the *'Actions'* column of the selected file.

j. Editing Fields of a Selected Attachment

You can edit fields of an *'S-Drive Attachment'* or a folder by clicking *'Edit'* link in the *'Actions'* column of the selected file.

k. Renaming Files/Folders

Click the "Item Actions" menu of the file or folder you want to rename and select *'Rename'* from the list. Type in the new name in the pop-up and click *'Save'* button (Figure 37).
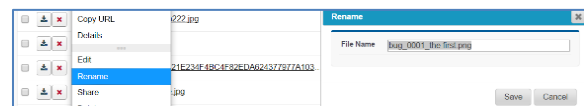
Figure 37

l. Searching S-Drive Attachments

You can search for files and folders inside S-Drive Attachments (Figure 38).

To start a search, type the search criteria to the right corner of S-Drive Attachments section, into the search box and click Enter. You can use wildcards, *'* (multiple characters), **?** (single character)' in search keywords. For example: *exam**, *boo?* etc.

Results are displayed in the same section with a *'X Result(s) Found'* header and some buttons are disabled in the search results screen. You can go back to home by clicking *'Back to Home'* link on the left of the screen.
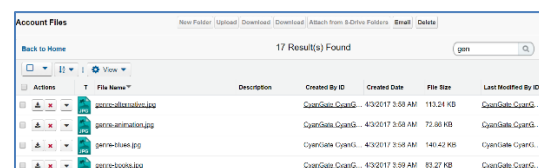
Figure 38

m. Switching Between View Types

S-Drive has four different view types. List, Thumbnail, Grid and Card. If *'Preview and Thumbnail'* feature is enabled for S-Drive Attachments, you can switch between view types (Figure 38). See S-Drive Advanced Configuration Guide for *'Preview and Thumbnail'* configuration.
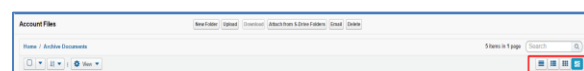
Figure 39

You can display thumbnail of your files in list format using *Thumbnail View* (Figure 40).
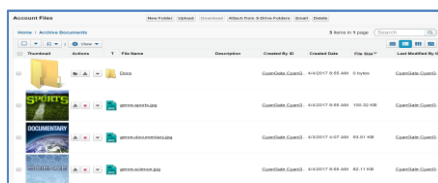
Figure 40

You can display thumbnail of your files in grid format using *Grid View* (Figure 41).
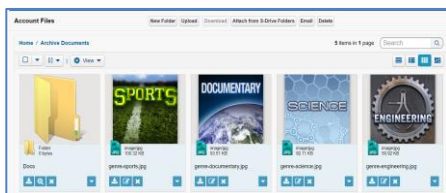
Figure 41

You can display thumbnail of your files in card format using *Card View* (Figure 42).
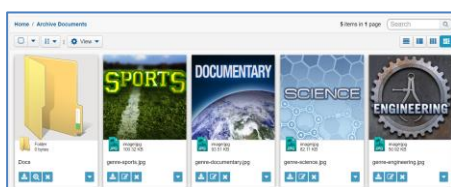
Figure 42

n. iOS (iPad, iPhone, iPod) Support

Limited iOS (iPad, iPhone and iPod devices) support is introduced for S-Drive Folders and S-Drive Attachments (Figure 43).
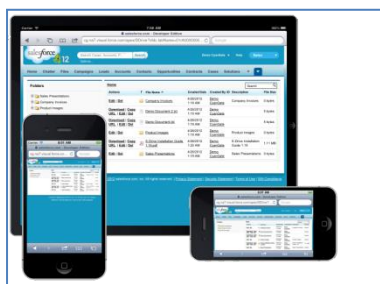
Figure 43

You **can** "browse files/folders", "create folders", "search files/folders", "download files", "email files", "edit fields (e.g. Description)", "delete files/folders", "bulk delete files", "copy URLs of files", "sort files/folder ascending or descending", "attach

files from S-Drive Folders (for S-Drive Attachments)" using your iOS device (preferably iPad).

But currently you **cannot** "upload files" using your iOS device. We're planning to add upload feature in next releases.

Screens for iOS devices are similar to the "S-Drive Folders" and "S-Drive Attachments" screens except the "Upload File(s)" and "Download Manager" buttons at the top of the files section are not available in iOS versions. You can refer to the "S-Drive Attachments" section of this document for more information about the usage.

S-Drive Quick Reference Guide v2.0: Salesforce Lightning

1. 'S-Drive Folders' Tab

You can access S-Drive tab in lightning experience from **App Launcher** > **S-Drive** App > **S-Drive** Tab.
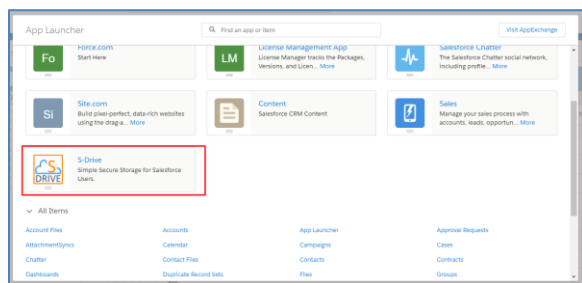
Figure 44

'S-Drive' tab has three main panels: *Folders* panel (Figure 45-1) displays folder Figure 46structure. *Toolbar* panel (Figure 45-2) includes buttons required for *creating folders*; *uploading, downloading, emailing, deleting, copying, and moving files and a search box*. *Current Folder View / Search Results View* (Figure 45-3) displays all files and subfolders inside the selected folder or based on a search accordingly. *Actions* column in the current folder view has file and folder basis actions like *Download*, Share, Rename, *Edit Description*, *Copy URL to Clipboard*, and *Delete*.
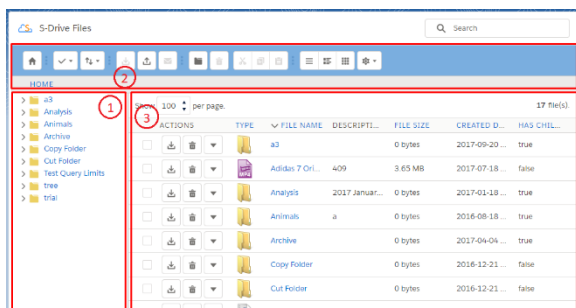
Figure 45

a. Creating Folders

Click '*New Folder'* button (📁) from the toolbar. Type the folder name and then click 'OK' button to create a folder (Figure 46). Folder names cannot be blank, cannot start with a space or a dot and cannot contain characters such as **'\', '/', ':', '*', '?', '"', '<', '>', '|'**.

Figure 46

b. Uploading Files

Click '*Upload File(s)'* button (⬆) from the toolbar. If not, it can be enabled via S-Drive Configuration page, "**Enable download**" configuration checkbox.

Select file(s) to upload by clicking *'Add file(s)'* button (➕ Add). Browse and select files by clicking *'Open'* button to add files to the upload list. You can organize upload list using *'Add file(s)'* (➕ Add) and *'Remove file(s)'* (🔴) buttons. Click '*Upload file(s)'* button (⬆ Upload) to start uploading selected files. Upload progress will be displayed in the *'Upload Progress Bar'*. Status of the uploaded file will be updated to *'COMPLETED'* (Figure 47).

Note that Java and Flash upload managers have been deprecated in since v1.28.

Figure 47

c. Uploading New Versions of a File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for

your organization.] You can upload new version of file by clicking "Item Actions" menu button ( ) under "Actions" column and selecting **"Upload New Version"** action menu (Figure 48). Only HTML Upload Manager supports version upload.
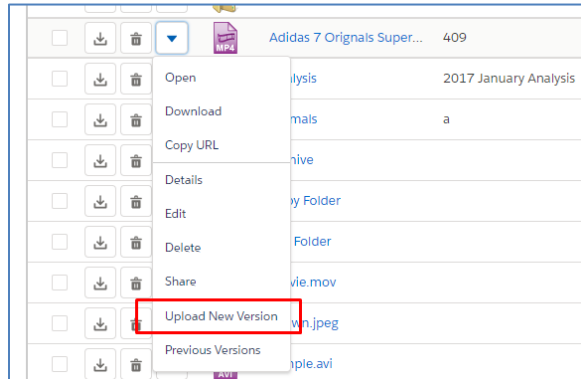
Figure 48

d.   Previous Versions of a File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for your organization.] You can see previous versions of a file by clicking "Item Actions" button under "Actions" column and selecting **"Previous Versions"** action menu item from dropdown. (Figure 49).
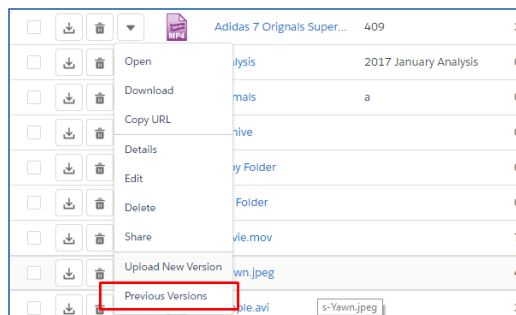
Figure 49

You can set a version of a file as current version by clicking "Item Actions" button under "Actions" column and selecting **"Set Current"** action menu item from dropdown. (Figure 50)
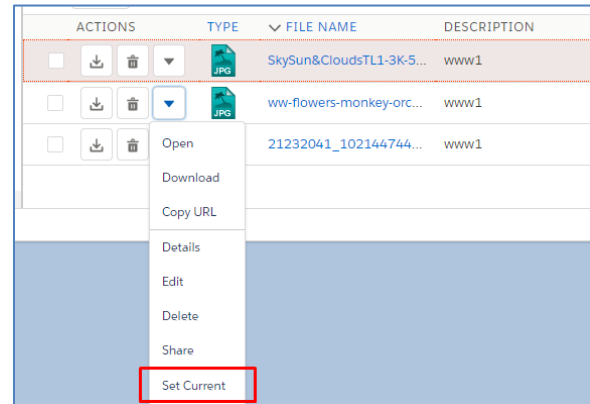
Figure 50

e.   Emailing Files

Select file(s) and then click *'Send Email'* button ( ) to email files. You can type a contact name into 'To' address or you can select it searching over your contacts by clicking 'Lookup' button. You can select or type 'Additional To', 'CC', and 'BCC' fields using appropriate fields and buttons. *'Attachment Expiration'* is used to set the expiration time for the attached files. Default is *'Never Expires'*. If you uncheck *'Never Expires'*, other options will appear. For example, if you select 30 minutes for the attachment expiration, recipients of the email will not be able to download the attached files after 30 minutes of sending the email. You can display and hide attachment details using *'Details'* buttons. You can remove individual attachments from email by clicking ( ) icon next to the file name in the *'Details'* section. Type your email's subject and message body or select a preconfigured template using "Select Template" button, then click 'Send' button to send the email (Figure 51). You'll get success message if mail is sent correctly. Note that you cannot email folders.
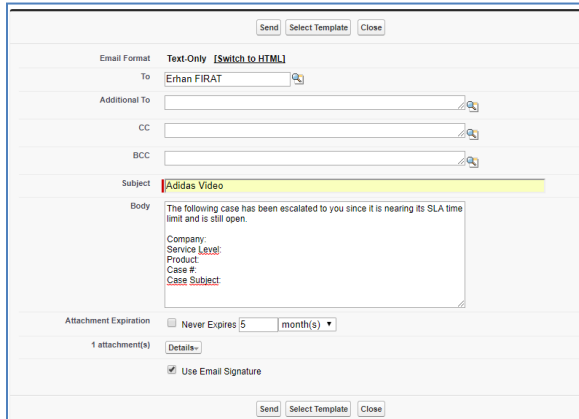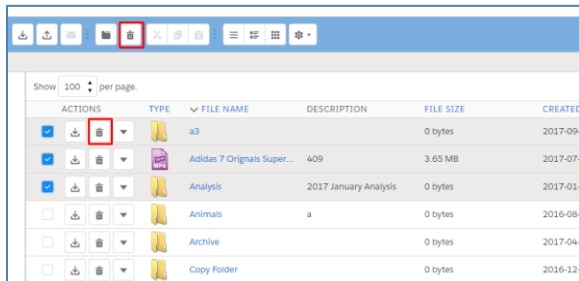
Figure 51

f. Deleting Files/Folders

Select files/folders and then click *'Delete File(s)'* button ( ) to delete files or folders. You can delete files/folders one-by-one using *'Delete'* action menu item from the Actions column of the selected file/folder or quick access delete button on action column ( ). You'll be asked *'Are you sure?'* after clicking *'Delete'* button. Select *'Yes'* option to delete files/folders (Figure 52). On lightning experience, you can also delete folders that contain files or subfolders within Salesforce Query Limits.
If you have versions under the current file, all versions of this file will also be deleted.
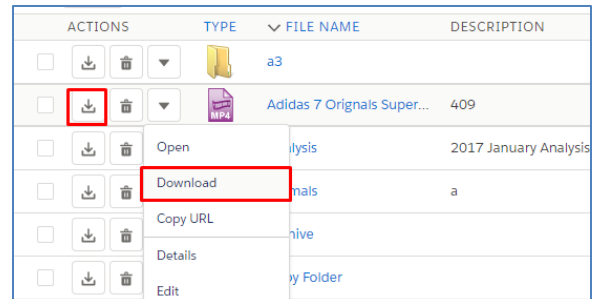
Figure 52

g. Downloading Files

To download a single file with one click, select a file and then click *'Download'* action menu item from the Actions column of the selected file or quick download button on Actions column. Note that on lightning component, you can also download folders with sub files & folders.
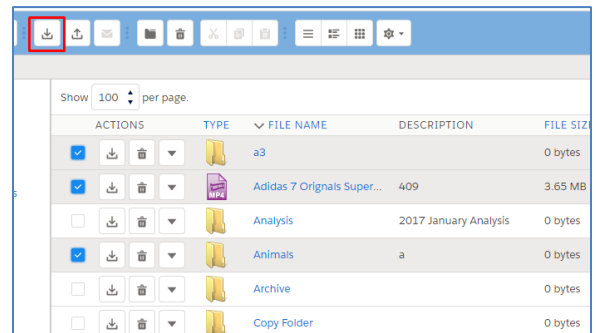
Figure 53

To download multiple files using *'Zip & Download'*, select files or folders and then click *'Download File(s)'* button (Figure 54). "*Zip & Download*" screen will be opened and downloads will start.

Figure 54

h. Copying and Moving Files

Select file(s) you want to copy and click *'Copy'* button ( ), browse to the target folder that you want to paste the file(s), and click 'Paste' button ( ). If versioning enabled and you have versions of the selected file, only latest version of the file will be copied.
Select file(s) you want to move and click *'Cut'* button ( ),

browse to the target folder that you want to paste the file(s), and click *'Paste'* button (⬚). If versioning enabled and you have versions of the selected file, file will be cut/moved with all its versions.

If sharing is enabled it will ask if you want to bring the current shares with the cut/copied item. Progress window will be displayed and files will be copied or moved to the target folder (Figure 55). Note that copy/move operations are not allowed on folders.
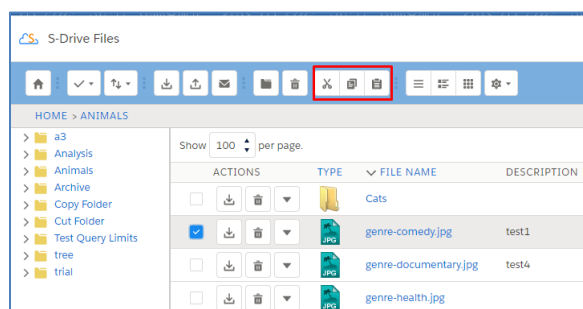

Figure 55

i. Editing File/Folder Description

Click the "Actions" menu of file or folder you want to edit files' name, description and all custom fields that are editable and active on the view. When "*Save*" button clicked, it directed to *Detail* view. (Figure 56).
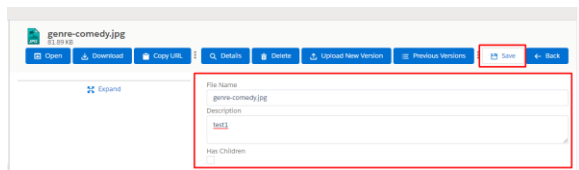
Figure 56

j. Copying URL to Clipboard

For copying URL of a file to clipboard, click the "Actions" menu of the file then select *'Copy URL'* from the list. Follow the on-screen instructions and copy the URL (Figure 57). Now you can paste the URL.
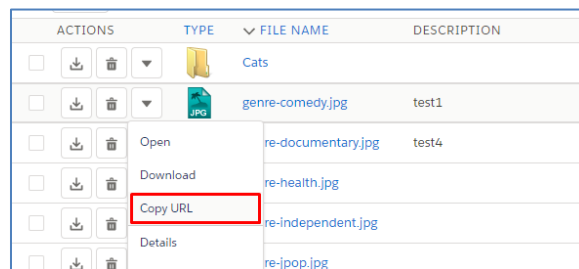
Figure 57

k. Sharing Files & Folders

You can list shares on the file, add new shares for files and folders to users/groups/roles etc., edit/delete current shares using "Share" item menu action of the "Actions" menu (Figure 58). See "S-Drive User Guide" for detailed information.
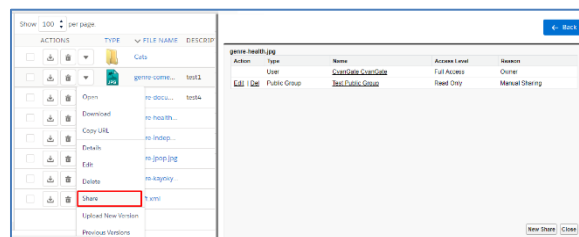
Figure 58

l. Searching S-Drive Folders

You can search for files and folders inside S-Drive Folders (Figure 59).

To start a search, type the search criteria to the right corner of S-Drive Folders screen, into the search box and click Enter. You can use wildcards, *'* (multiple characters),? (single character)' in search keywords. For example: *genre**, *boo?* etc.

Results are displayed in the same section with a *'Search results: XX file(s).'* header. 'New Folder', 'Upload File(s)', 'Paste' buttons are invisible in the search results screen. You can go back to previous screen using (✕ Close) button on top right, or you can go

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to home folder by clicking *'Home'* link on the breadcrumb panel or Home button (🏠) on toolbar.
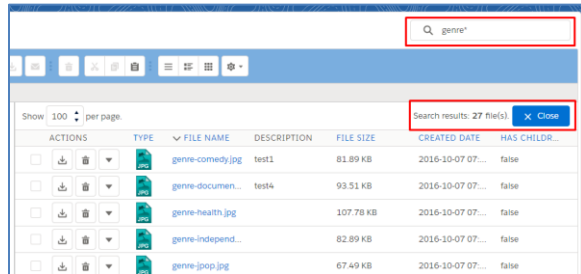

Figure 59

m. Switching Between View Types

S-Drive Lightning has three different view types. List, Thumbnail and Grid. If *'Preview and Thumbnail'* feature is enabled for S-Drive Folders (S3Object), you can switch between view types (Figure 60). See S-Drive Advanced Configuration Guide for *'Preview and Thumbnail'* configuration.
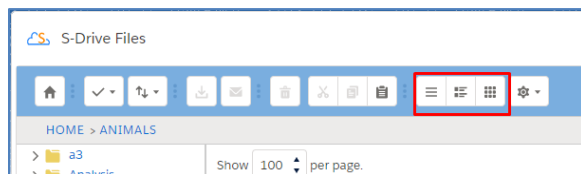

Figure 60

You can display thumbnail of your files in list format using *Thumbnail View* button (≡ ≣ ⊞) (Figure 61).
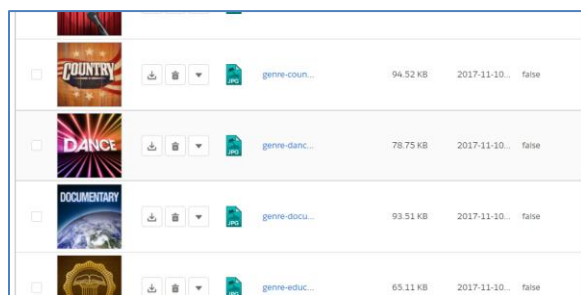
Figure 61

You can display thumbnail of your files in grid format using *Grid View* button (≡ ≣ ⊞) (Figure 62).

Figure 62

You can hide thumbnail of your files in list view using *List View* button (≡ ≣ ⊞) (Figure 63).

Figure 63

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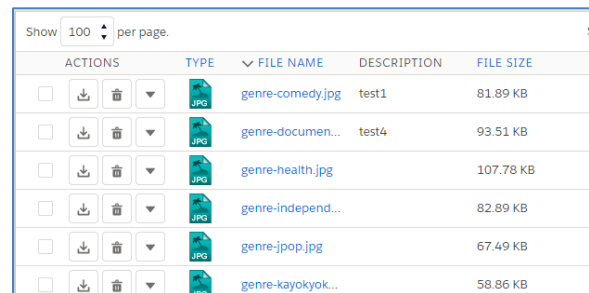
2. S-Drive Attachment Lightning Component

You can access S-Drive component in lightning experience record page of an object (Account, Case, or My Custom Object). To get more information please check *S-Drive Advanced Configuration Guide*.

'S-Drive' component has three main panels: *Folders* panel (Figure 64-1) displays folder structure. *Toolbar* panel (Figure 64-2) includes buttons required for *creating folders*; *uploading, downloading, emailing, deleting, copying, and moving files and a search box*. *Current Folder View / Search Results View* (Figure 64-3) displays all files and subfolders inside the selected folder or based on a search accordingly. *Actions* column in the current folder view has file and folder basis actions like *Download*, Share, Rename, *Edit Description*, *Copy URL to Clipboard*, and *Delete*.
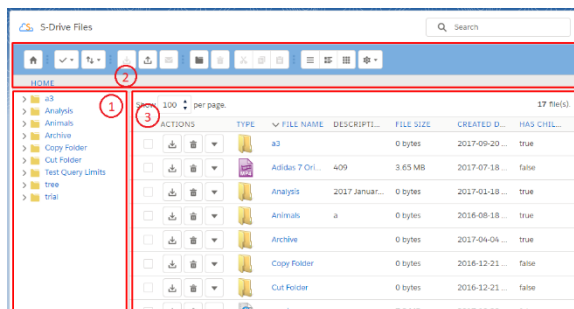
Figure 64

a. Creating Folders

Click '*New Folder'* button ( ) from the toolbar. Type the folder name and then click 'OK' button to create a folder (Figure 65). Folder names cannot be blank, cannot start with a space or a dot and cannot contain **'\', '/', ':', '*', '?', '"', '<', '>', '|'**characters.

Figure 65

b. Uploading Files

Click '*Upload File(s)'* button ( ) from the toolbar. If not, it can be enabled via S-Drive Configuration page, "**Enable download**" configuration checkbox.

Select file(s) to upload by clicking *'Add file(s)'* button (+ Add). Browse and select files by clicking *'Open'* button to add files to the upload list. You can organize upload list using *'Add file(s)'* (+ Add) and *'Remove file(s)'* (●) buttons. Click '*Upload file(s)'* button (⬆ Upload) to start uploading selected files. Upload progress will be displayed in the *'Upload Progress Bar'*. Status of the uploaded file will be updated to *'COMPLETED'*.

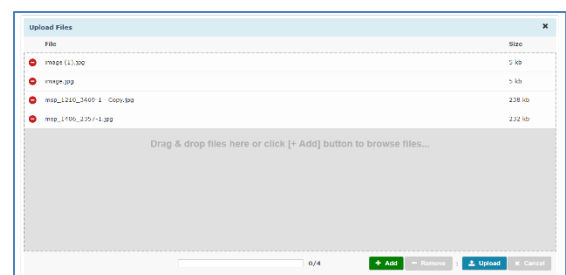Note that Java and Flash upload managers has been deprecated in since v1.28.

Figure 66

c. Uploading New Versions of a File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for your organization.] You can upload new version of file by clicking

"Actions" menu button (▼) under "Actions" column and selecting **"Upload New Version"** action menu (Figure 67). Only HTML Upload Manager supports version upload.
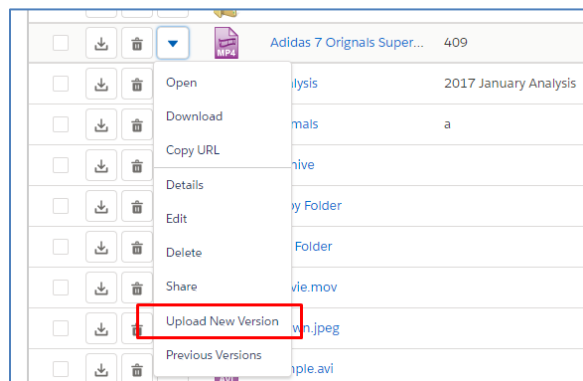

Figure 67

d.   Previous Versions of a File

[This feature requires enabling versioning on the organization. Refer to the S-Drive Installation Guide to enable Versioning for your organization.] You can see previous versions of a file by clicking "Item Actions" button under "Actions" column and selecting **"Previous Versions"** action menu item from dropdown. (Figure 68).
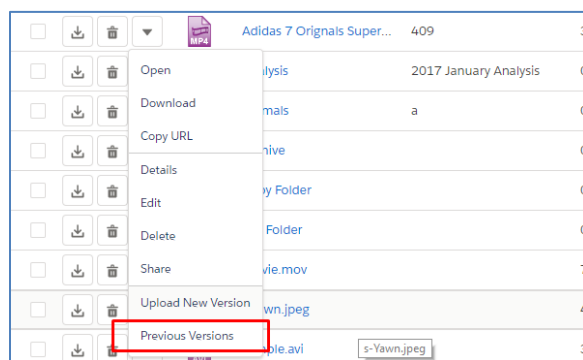
Figure 68

You can set a previous version of file as current version by clicking "Actions" button under "Actions" column and selecting **"Set Current"** action menu item from dropdown. (Figure 69)
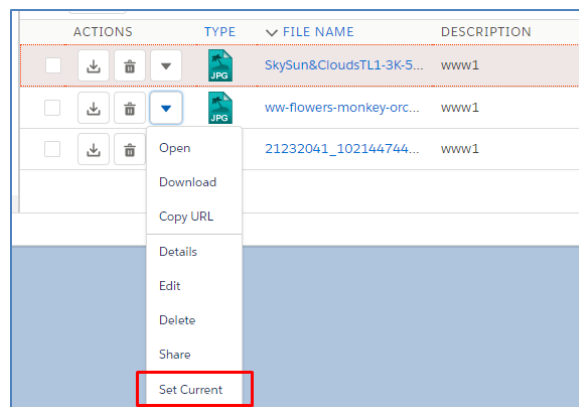
Figure 69

e.   Emailing Files

Select file(s) and then click *'Send Email'* button (✉) to email files. You can type a contact name into 'To' address or you can select it searching over your contacts by clicking 'Lookup' button. You can select or type 'Additional To', 'CC', and 'BCC' fields using appropriate fields and buttons. *'Attachment Expiration'* is used to set the expiration time for the attached files. Default is *'Never Expires'*. If you uncheck *'Never Expires'*, other options will appear. For example, if you select 30 minutes for the attachment expiration, recipients of the email will not be able to download the attached files after 30 minutes of sending the email. You can display and hide attachment details using *'Details'* buttons. You can remove individual attachments from email by clicking (🔴) icon next to the file name in the *'Details'* section. Type your email's subject and message body or select a preconfigured template using "Select Template" button, then click 'Send' button to send the email (Figure 70). You'll get success message if mail is sent correctly. Note that you cannot email folders.
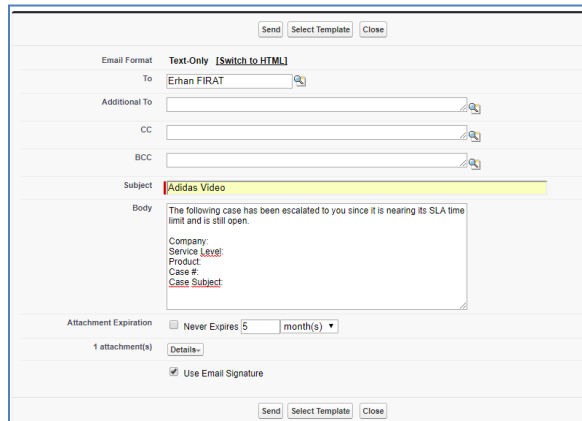
Figure 70

f. Deleting Files/Folders

Select files/folders and then click *'Delete File(s)'* button (🗑) to delete files or folders. You can delete files/folders one-by-one using *'Delete'* action menu item from the Actions column of the selected file/folder or quick access delete button on action column (🗑). You'll be asked *'Are you sure?'* after clicking *'Delete'* button. Select *'Yes'* option to delete files/folders (Figure 71). On lightning experience, you can also delete folders that contain files or subfolders within Salesforce Query Limits.
If you have versions under the current file, all versions of this file will also be deleted.
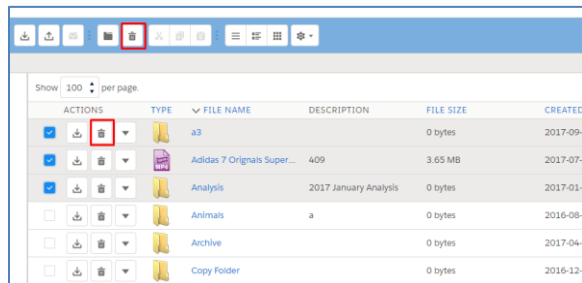
Figure 71

g. Downloading Files

To download a single file with one click, select a file and then click *'Download'* action menu item from the Actions column of the

selected file or quick download button on Actions column (Figure 72). Note that on lightning component, you can also download folders with sub files & folders.
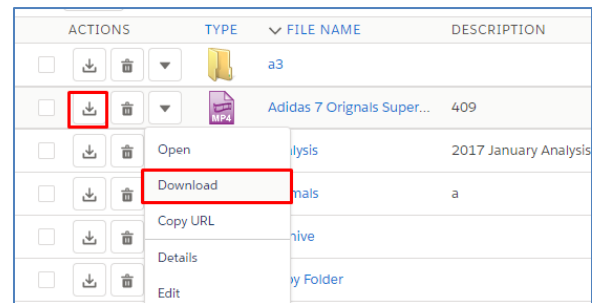
Figure 72

To download multiple files using '*Zip & Download*', select files or folders and then click *'Download File(s)'* button (Figure 73). "*Zip & Download*" screen will be opened and downloads will start.

Figure 73

h. Copying and Moving Files

Select file(s) you want to copy and click *'Copy'* button (⧉), browse to the target folder that you want to paste the file(s), and click 'Paste' button (📋). If versioning enabled and you have versions of the selected file, only latest version of the file will be copied.

Select file(s) you want to move and click *'Cut'* button (✂), browse to the target folder that you want to paste the file(s), and click *'Paste'* button (📋). If versioning enabled and you have versions of the selected file, file will be cut/moved with all its versions.

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If sharing is enabled it will ask if you want to bring the current shares with the cut/copied item. Progress window will be displayed and files will be copied or moved to the target folder (Figure 74). Note that copy/move operations are not allowed on folders.
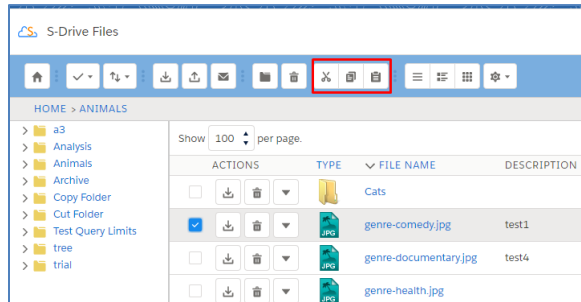
Figure 74

i. Editing File/Folder Description

Click the "Actions" menu of file or folder you want to edit files' name, description and all custom fields that are editable and active on the view. When "*Save*" button clicked, it directed to *Detail* view. (Figure 75).
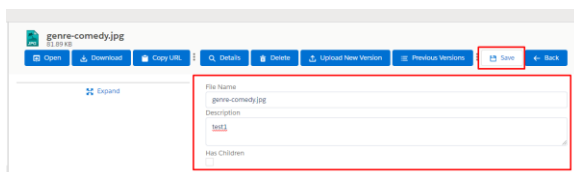
Figure 75

j. Copying URL to Clipboard

For copying URL of a file to clipboard, click the "Actions" menu of the file then select *'Copy URL'* from the list. Follow the on-screen instructions and copy the URL (Figure 76). Now you can paste the URL.
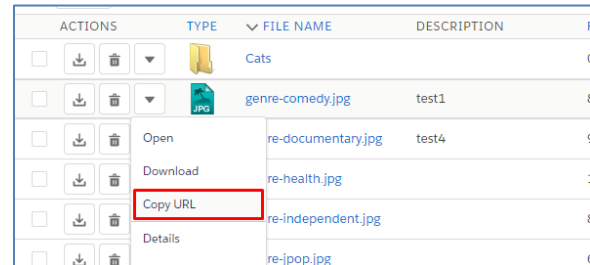
Figure 76

k. Searching in Attachment Files

You can search for files and folders inside S-Drive Folders (Figure 77).

To start a search, type the search criteria to the right corner of S-Drive Attachment component screen, into the search box and click Enter. You can use wildcards, '***** (multiple characters),? (single character)' in search keywords. For example: *genre*, boo?* etc.

Results are displayed in the same section with a *'Search results: XX file(s).'* header. 'New Folder', 'Upload File(s)', 'Paste' buttons are invisible in the search results screen. You can go back to previous screen using ( ) button on top right, or you can go to home folder by clicking *'Home'* link on the breadcrumb panel or Home button ( ) on toolbar.
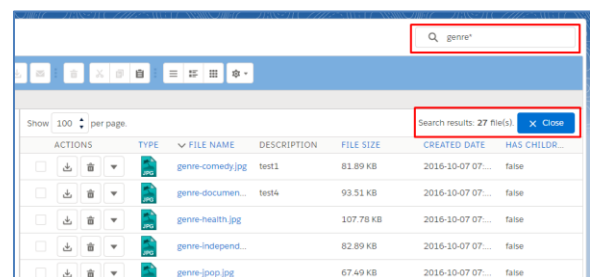
Figure 77

l. Switching Between View Types

S-Drive Attachment component has three different view types. List, Thumbnail and Grid. If *'Preview and Thumbnail'* feature is enabled for related object (i.e. AccountFile, CaseFile, or MyCustomObjectFile), you can switch between view types (Figure 78). See S-Drive Advanced Configuration Guide for *'Preview and Thumbnail'* configuration.
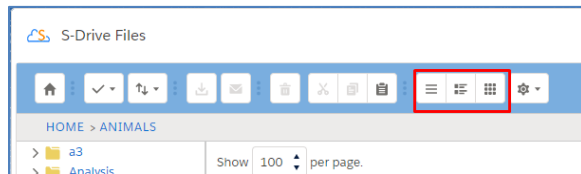
Figure 78

You can display thumbnail of your files using *Thumbnail View* button ( ) (Figure 79).
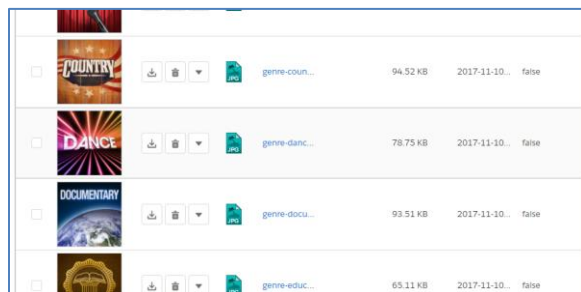
Figure 79

You can display your files in grid format using *Grid View* button ( ) (Figure 80).

Figure 80

You can hide thumbnail of your files using *List View* button ( ) (Figure 81).

Figure 81

S-Drive Support

You can contact S-Drive Support team for any questions or problems that you couldn't solve using S-Drive documents:
1. Open a Ticket at Support Site: sdriveapp.com/support
2. Email: sdrive@sdriveapp.com

You can find up-to-date product information, documents, tutorial videos, tools in our web page:
www.sdriveapp.com