Files

Version 2

Published 11/18/2020 3:06 PM by CoLab Support Last updated 5/7/2021 2:15 AM by CoLab Support

Files are essentially an online filing cabinet. This file management system is sophisticated and flexible. The creation and access to files is determined by Administrators and Moderators. Each individual file gets its own page, where you can preview, download, and see details of the file.

Members can access files depending on the role and permission decisions of the space Administrator. Link files to Articles, CMS Pages, Chat and more for Members to connect directly. Download, print, bookmark, like and use the stars to rate files.

	lobby » spaces » play space	» files Play Space > Files	
		Root	
	Play Space Image: Activity Stream Image: Activity Stream	 Root 1. Newbie 2. Mentee 3. Comfie 4. Mentor A. Content Features Print Copy Recycle Bin 	
Files Root 1. Newbie Newbie First D	Discussions Files Ideas		Data with
.pdf 883.4KB Version 9			Rate with the stars
	JoStone Updsted: 10/30/2017 1:22 AM	۵ کې	s2 Download
pdf 883.4KB Version 9 JoStone Uploaded: 10/21/2017 10:57 PM Image: Comparison of the second se	Updated: 10/30/2017 1:22 AM		the stars ● 52
bef 883.4KB · Version 9 JoStone Uploaded: 10/21/2017 10:57 PM Pages Consider dr Version 9 Version 9	Updated: 10/30/2017 1:22 AM	Automatic Zoom Automatic Zoom Commence by clicking on the download button. Download File Options • Star SPT POL Vessel	the stars

Depending on permissions, some members are able to upload files to a space and organize them into folders. Decide file properties such as title, description, and tags as well as upload new versions of files. All the versions are kept in the system and you can revert to previous versions at any time.