

FILE MANAGER

User Guide

Knotical Platform · Document Library

Centralised folder and document storage across the fleet

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Part 1 — Introduction

What this guide covers

This guide explains how to use the File Manager in Knotical — the central place where vessel and office documents are stored, organised into folders, and shared between ship and shore.

The File Manager works like a familiar file explorer: a folder tree on the left, the contents of the selected folder on the right. You navigate folders, create new ones, upload files, and download, rename or delete them, all from a single window.

Who should read this

- **Vessel users** — read Parts 1, 2 and 4. You will mostly browse folders, open them, upload files, and download what you need.
- **Shore users (office / HSQE / superintendents)** — read everything. Only shore users can create folders and rename or delete files, so Parts 3 and 5 matter most to you.

Glossary of common terms

These terms appear throughout the guide and in the application itself.

Term	What it means
Folder tree	The hierarchical list on the left that shows every folder, nested under the company root and each vessel.
Node	A single folder shown in the tree.
Root	The top-level entry in the tree — the company (e.g. ASHORE MARINE). Vessels and their folders sit underneath.
Contents pane	The right-hand panel that lists the files inside the folder you have opened.
Breadcrumb	The path strip showing where you are, e.g. ASHORE MARINE › PONTUS › MONTH END REPORTS.
Shore user	An office / ashore account. Can create folders and rename or delete files in addition to browsing, uploading and downloading.
Vessel user	An onboard account. Can browse, open folders, upload and download — but cannot create folders or rename / delete files.
Upload	Adding one or more files from your computer into the folder you currently have open.

Opening the File Manager

The File Manager opens in its own window, layered over the screen you launched it from. The exact launch point depends on where you are in Knotical — it is typically reached from a Files or Documents action in the relevant area of the platform.

Close the window at any time with the **x** in the top-right of the navy banner.

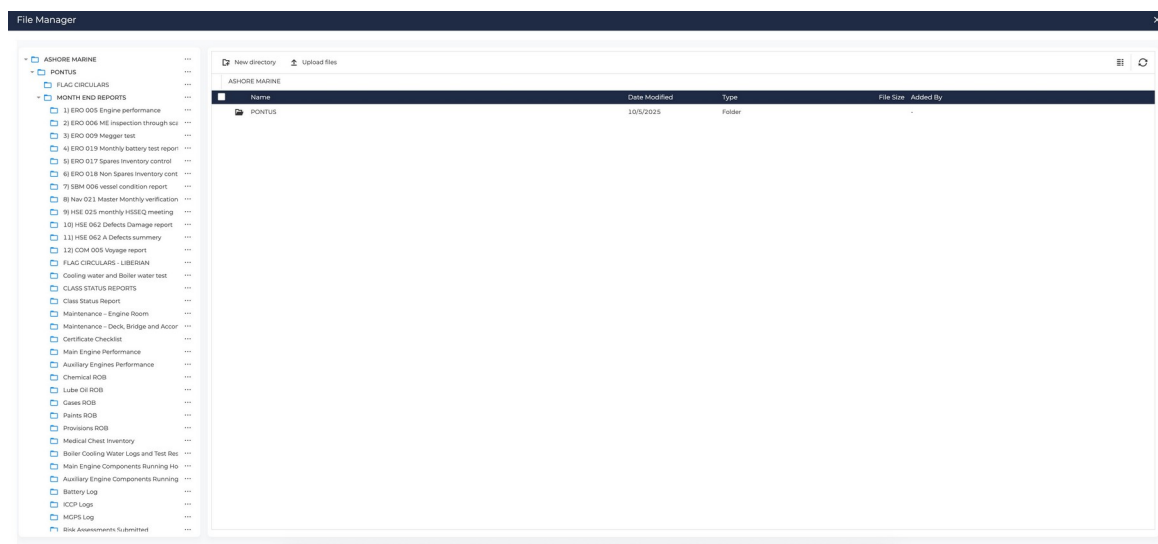


Figure 1.1 — The File Manager window: folder tree on the left, contents pane on the right.

User roles at a glance

Two kinds of user interact with the File Manager. Your company administrator decides which accounts are shore users and which are vessel users.

- **Vessel user** — browses the tree, opens folders, uploads files, and downloads documents.
- **Shore user** — does everything a vessel user can, plus creates folders and renames or deletes files.

Part 2 — Getting Around

The File Manager has a consistent layout wherever you open it. This part walks through each area so you can find your way around before you start adding or editing anything.

2.1 The two-pane layout

The window has three regions:

- **Navy banner** — across the top, titled “File Manager”, with the close (×) button on the right.
- **Folder tree** — the left pane. A scrollable, expandable list of every folder you have access to.
- **Contents pane** — the larger right pane. Shows the toolbar, a breadcrumb, and the files inside the folder you have opened.

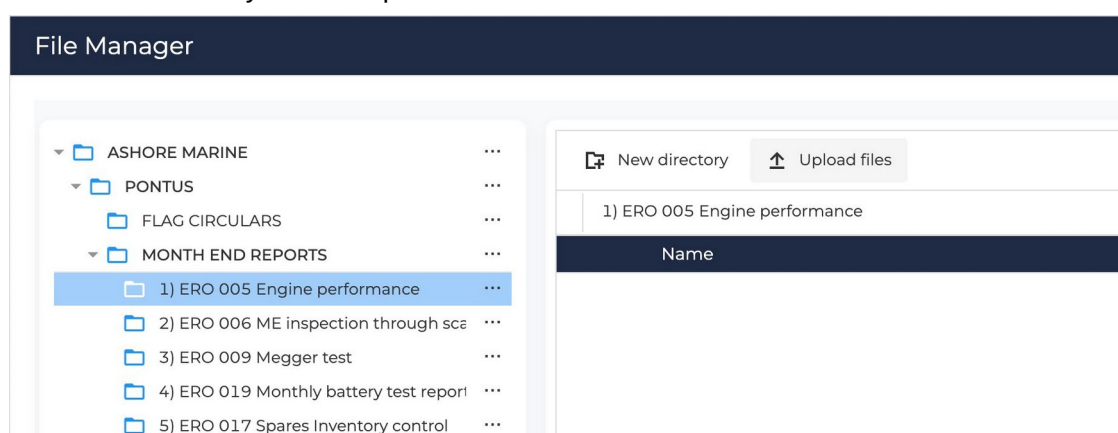


Figure 2.1 — Close-up of the banner, folder tree, and the contents-pane toolbar.

2.2 The folder tree

The tree starts at the company root (for example, ASHORE MARINE) and nests vessels and their folders beneath it. Each row shows a folder icon, the folder name, and a three-dot (⋮) menu on the right.

- **Expand / collapse** — click the small arrow to the left of a folder to show or hide the folders nested inside it.
- **Scroll** — long trees scroll vertically; folder names that are too long to fit are trimmed with an ellipsis.
- **The ⋮ menu** — opens folder actions for that node (see Part 3).

THE TREE SHOWS FOLDERS, NOT FILES

Files never appear in the left tree — only folders do. To see the files inside a folder, open it and look in the contents pane on the right.

2.3 Opening a folder

There is a deliberate difference between selecting a folder and opening it:

- **A single click** highlights a folder in the tree.
- **A double-click** opens the folder — it loads that folder’s files into the contents pane and updates the breadcrumb to show where you are.

DOUBLE-CLICK TO OPEN

If the contents pane is not showing the files you expect, you have probably only highlighted the folder. Double-click it to open it and load its contents.

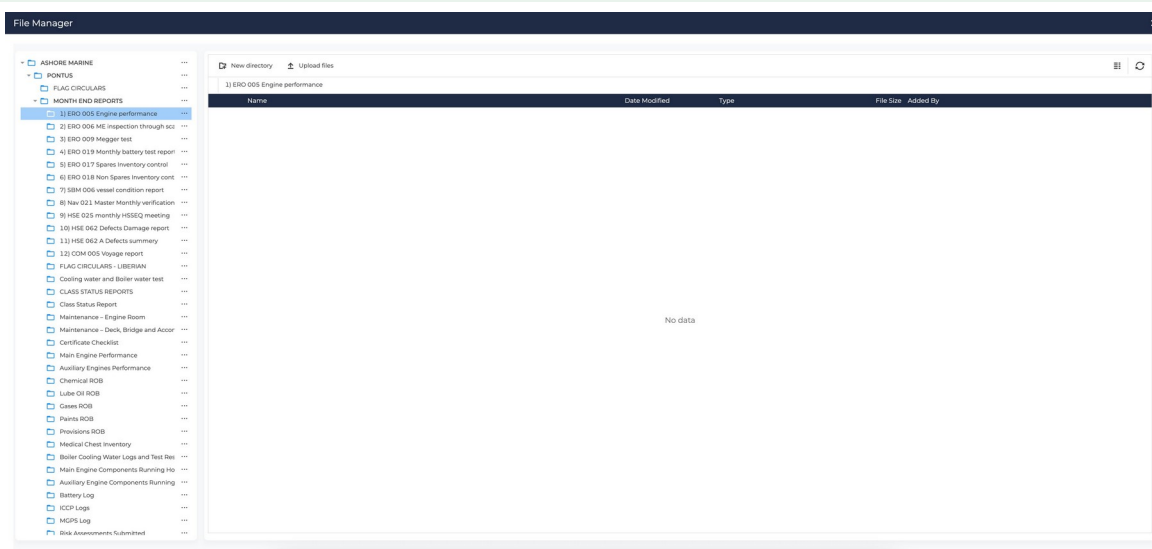


Figure 2.2 — A folder opened from the tree. Empty folders show “No data” in the contents pane.

2.4 The contents pane and its columns

When you open a folder, its files are listed in a table. Each row is one file, with these columns:

Column	What it shows
Name	The file name, with a small icon for the file type.
Date Modified	When the file was last changed, shown as a date (e.g. 6/2/2026).
Type	A friendly description of the file type — for example, “Excel Document”.
File Size	The size of the file in human-readable units (e.g. 125.9 KB).
Added By	The account that uploaded the file.

A checkbox at the start of each row lets you select a file. The breadcrumb above the table always shows the path to the open folder, so you can confirm at a glance *where* you are working.

2.5 The toolbar

The toolbar sits above the file list. By default it shows folder-level actions:

- **New directory** — creates a sub-folder inside the open folder (see 3.1).
- **Upload files** — uploads one or more files into the open folder (see 4.1).
- **View toggle** — switches the layout of the contents pane.
- **Refresh** — reloads the contents of the open folder, useful after an upload or a change made elsewhere.

When you select a file, the toolbar changes to show file-level actions instead. That behaviour is covered in Part 4.

Part 3 — Working with Folders

Folders keep the document library organised — by vessel, by report type, by month, and so on. Creating and renaming folders is a shore-side task.

FOLDER CREATION IS SHORE-SIDE

Only shore users can add folders. If you are signed in as a vessel user, the New directory button and the Add New Folder menu item will not be available to you. Ask a shore administrator to set up the folders you need.

3.1 Creating a folder

There are two ways to create a folder, and both produce the same result — a new sub-folder inside the folder you are working on:

1. **From the toolbar** — open the parent folder, then click **New directory**.
2. **From the tree** — click the **⋮** menu on a folder node and choose **Add New Folder**.

Either way, the Add Folder dialog opens. It confirms the parent path as a breadcrumb at the top, then asks for the new folder's name.

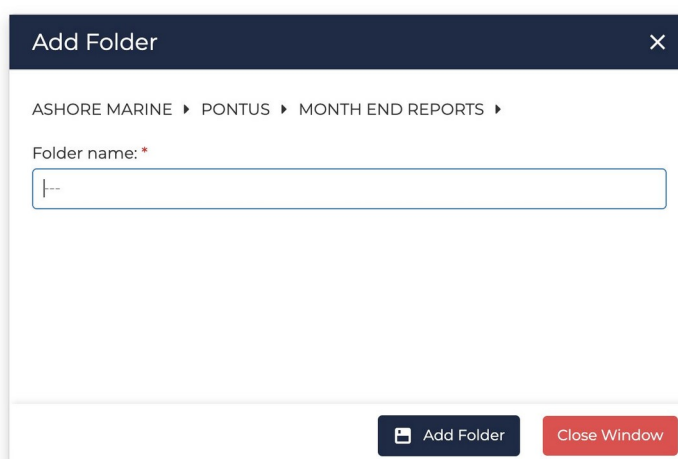


Figure 3.1 — The Add Folder dialog. The breadcrumb confirms the parent folder; the name field is required.

- **Folder name** — required (marked with a red asterisk). Type the name for the new folder.
- **Add Folder** — saves the folder and adds it to the tree.
- **Close Window** — discards the dialog without creating anything.

CHECK THE BREADCRUMB BEFORE YOU SAVE

The new folder is created under whatever path the dialog's breadcrumb shows. If that is not where you want it, close the dialog, open the correct parent folder, and try again.

3.2 The folder menu

Every folder in the tree has a **⋮** menu. It offers three actions:

- **Expand / Collapse Folder** — shows or hides the folders nested inside this one (the same as clicking the arrow beside it).
- **Add New Folder** — opens the Add Folder dialog with this folder as the parent.
- **Rename** — lets you change this folder's name.

3.3 Renaming a folder

Choose **Rename** from a folder's **⋮** menu, type the new name, and confirm. The folder keeps all of its contents and its place in the tree — only the label changes. Like creating folders, renaming is reserved for shore users.

Part 4 — Working with Files

Files live inside folders. This part covers getting files into the library, and what you can do with them once they are there.

4.1 Uploading files

Uploads always land in the folder you currently have open, so the order matters:

1. **Open the target folder** — double-click it in the tree so its name shows in the breadcrumb and the contents pane is displaying it.
2. Click **Upload files** in the toolbar.
3. **Choose one or more files** from your computer and confirm.
4. The files appear in the contents pane, each with its name, type, size, modified date, and your account shown under Added By. Click **Refresh** if a new file does not appear immediately.

OPEN THE FOLDER BEFORE YOU UPLOAD

If Upload files seems to do nothing, the most common reason is that no folder is open. Double-click a folder first, confirm it in the breadcrumb, then upload.

4.2 Selecting a file

Tick the checkbox at the start of a file's row to select it. As soon as a file is selected, the toolbar swaps its folder actions for file actions:

- **Download** — saves the selected file to your computer.
- **Rename** — changes the selected file's name (shore users only).
- **Delete** — removes the selected file (shore users only).
- **Clear selection** — deselects the file and returns the toolbar to its folder actions.
- **Refresh** — reloads the folder contents.

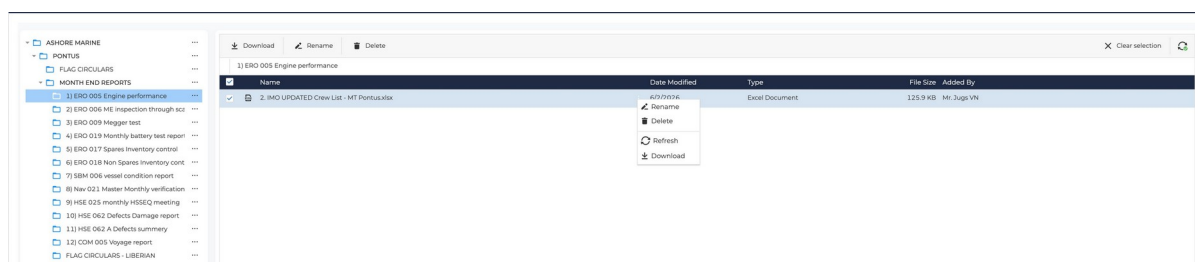


Figure 4.1 — A file selected: the toolbar shows Download, Rename and Delete, and the row menu repeats these actions.

4.3 The file menu

Each file row also has its own menu, which mirrors the toolbar so you can act on a single file without using the checkbox. It offers Rename, Delete, Refresh, and Download.

4.4 Downloading a file

Downloading is available to everyone with access to the folder. Select the file and click Download (or use Download from the file's menu). The file is saved to your computer unchanged; the copy in the library is not affected.

4.5 Renaming a file

Select the file and click **Rename**, or choose Rename from the file's menu. Type the new name and confirm. Renaming files is reserved for shore users.

4.6 Deleting a file

Select the file and click **Delete**, or choose Delete from the file's menu. Deleting files is reserved for shore users.

DELETING REMOVES THE FILE

Delete takes the file out of the library. Only shore users can delete, and there is no per-file move action — so if a file simply belongs elsewhere, download it and re-upload it into the correct folder rather than deleting it.

Part 5 — Permissions & Access

Who can do what in the File Manager depends on whether the signed-in account is a shore user or a vessel user. The split keeps the folder structure under office control while still letting everyone aboard read and contribute documents.

5.1 Shore users and vessel users

- **Vessel users** can browse the tree, open folders, upload files, and download anything they can see. They cannot create folders or rename / delete files.
- **Shore users** can do all of the above and also create folders, rename folders, and rename or delete files.

EXACT RIGHTS ARE SET BY YOUR ADMINISTRATOR

Roles are configured per company. If you believe you should be able to do something the File Manager is not letting you do, contact your Knotical administrator rather than assuming the feature is missing.

5.2 Permission matrix

At a glance, for the standard configuration:

Action	Vessel user	Shore user
Browse folders / open files	Yes	Yes
Download files	Yes	Yes
Upload files	Yes	Yes
Create / add folder	—	Yes
Rename folder	—	Yes
Rename file	—	Yes
Delete file	—	Yes

Part 6 — Reference

6.1 Toolbar & icon reference

The toolbar has two states. Its folder actions show when no file is selected; its file actions replace them as soon as you tick a file.

Control	When shown	What it does
New directory	No file selected	Opens the Add Folder dialog to create a sub-folder in the open folder.
Upload files	No file selected	Uploads files from your computer into the open folder.
View toggle	No file selected	Changes the layout of the contents pane.
Refresh	Always	Reloads the contents of the open folder.
Download	File selected	Saves the selected file to your computer.
Rename	File selected	Renames the selected file (shore users).
Delete	File selected	Removes the selected file (shore users).
Clear selection	File selected	Deselects the file and restores the folder toolbar.

6.2 File metadata reference

Each file row records the following, set automatically at upload and updated on change:

Field	Meaning
Name	The file name as stored, with a type icon.
Date Modified	Date the file was last changed.
Type	Friendly file-type label derived from the file (e.g. Excel Document, PDF, image).
File Size	Human-readable size, such as 125.9 KB.
Added By	The account that uploaded the file.

6.3 Frequently asked questions

Why can't I see New directory or Add New Folder?

Folder creation is restricted to shore users. If you are a vessel user the option is hidden. Ask a shore administrator to create the folder for you.

I uploaded a file but it isn't showing — where is it?

Click Refresh first. If it still doesn't appear, check the breadcrumb: uploads go into the folder that was open at the time, so confirm you uploaded into the folder you're now looking at.

How do I move a file from one folder to another?

There is no move or cut-and-paste action in the current version. Download the file, then upload it into the destination folder (a shore user can then delete the original if needed).

Can I delete a folder?

The folder menu offers Expand / Collapse, Add New Folder and Rename — not delete. If a folder needs to be removed, contact a shore administrator.

What's the difference between New directory and Add New Folder?

Nothing in the result — both create a sub-folder under the folder you're on. New directory is the toolbar button; Add New Folder is the same action from a folder's ⋮ menu.

Added By shows a name I don't recognise. What is it?

It records the account that uploaded the file — useful for tracing who contributed a document during an audit.

6.4 Troubleshooting

Symptom	Likely cause / fix
New directory / Add New Folder is missing	You're signed in as a vessel user; folder creation is shore-only. Ask a shore administrator.
Upload files appears to do nothing	No folder is open. Double-click a folder so it shows in the breadcrumb, then upload.
An uploaded file doesn't appear	Click Refresh, and confirm via the breadcrumb that you're viewing the folder you uploaded into.
Can't rename or delete a file	Renaming and deleting files is shore-only. Vessel users can download but not modify.
A folder shows "No data" when it shouldn't	The folder is empty, or you're viewing a parent rather than the sub-folder that holds the files. Expand the tree and open the correct sub-folder.
The file toolbar (Download / Rename / Delete) vanished	The selection was cleared. Re-tick the file's checkbox to bring the file actions back.

6.5 Getting help

- **Documentation** — your company-internal QDMS Wiki holds vessel-specific filing procedures and folder conventions.
- **Support** — contact your office's Knotical administrator or the HSQE department.
- **Access questions** — if you need rights you don't currently have (folder creation, file deletion), your administrator manages shore / vessel roles.

— End of guide —