

GROUPING FILES IN THE FILE LIBRARY

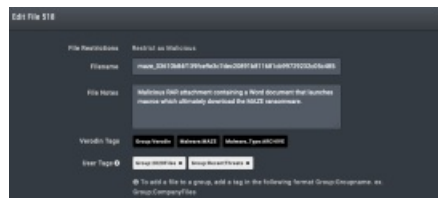
You can group files in the File Library based on file type, network segment, or any other category that is useful to you. Grouping is simply a way to catalog the files in your file library.

Adding a Group Tag to a File

A group tag is simply a User Tag with "Group:" prepended to the group name.

There are two methods for adding a group tag to a file:

- Add a file to the file library using the procedure found in [Adding Files to the File Library](https://docs.mandiant.com/home/managing-files-in-the-file-library#adding-files-anchor) (<https://docs.mandiant.com/home/managing-files-in-the-file-library#adding-files-anchor>). Set the User Tag with a group tag.
- Edit a file that is already in the file library and add a group tag.

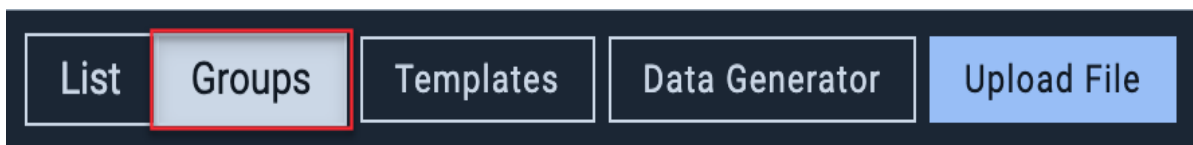


(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/629cec32e07dc756be50aa02/n/file-add-group-tags.png>)

Adding group tags to an existing file in the file library

Viewing File Groups

To view file groups in the file library, click **Groups**.



(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/629cec32e07dc756be50a9f9/n/view-groups.png>)

Viewing File Groups

The file groups are shown as in the example screenshot below. Files that do not have a group tag are in the "Ungrouped" category.

Each file group has its own search bar, so you can search for a given file within the group, narrowing the results.

FILE LIBRARY

[List](#)
[Groups](#)
[Templates](#)
[Data Generator](#)
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▼ VERODIN (735) Search entire table
 ▼ VALIDATION-STANDARD (291) Search entire table
 ▼ FIREEYE (591) Search entire table
 ▼ VALIDATION-PREMIUM (34) Search entire table
 ▲ UNGROUPED (1) Search entire table

ID	File Name	Tags	File Notes	SHA256	VIDs	Actions
738	beacon_b6336ade501d48bd32ef09f277705e59	Restricted Malicious Malware:BEACON Malware_Type:BACKDOOR	The BEACON malware is a backdoor that is commercially available as part of the Cobalt Strike software platform, commonly used for pen-testing network environments. The malware supports several capabilities, such as injecting and executing arbitrary code, uploading and downloading files, and executing shell commands.	7e8904b605f0bb2cc752b2056...	A150-610, A104-732	

1 to 1 of 1 rows Rows Per Page: 50

Group view of File Library



NOTE: A file can appear in more than one group. For example, if you have a file `xyz.zip`, and you label that file as Group: A and Group: B, the file will appear in both the Group A and Group B groups.