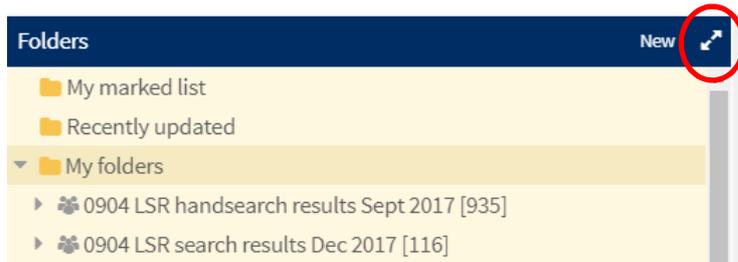
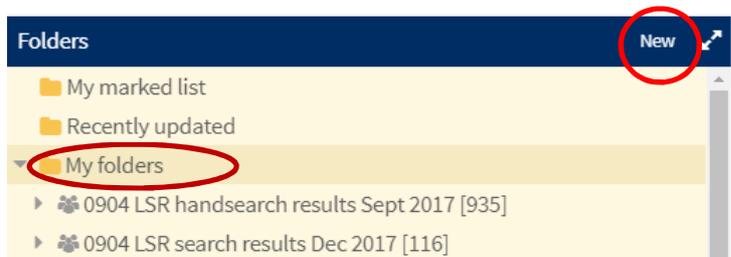


Creating folders

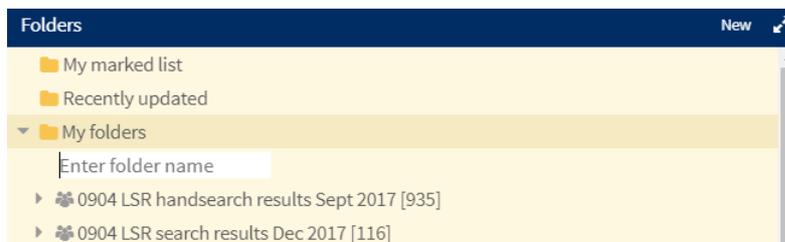
From the Records screen, you can view the folders panel in layouts 3 and 4 (this can be expanded to fill the screen by clicking on the double arrow).



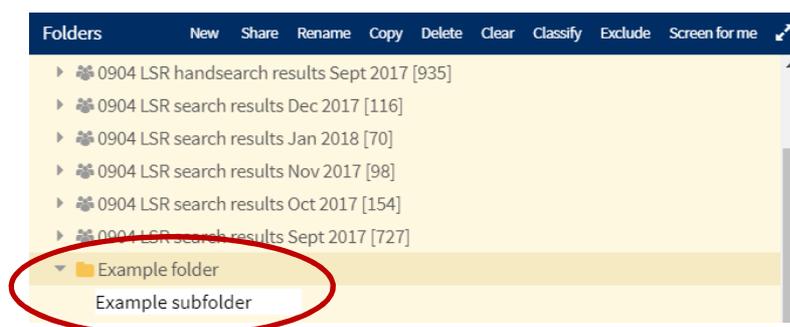
To create a new folder, click on My Folders and then click on New.



Enter a name for your new folder and hit return

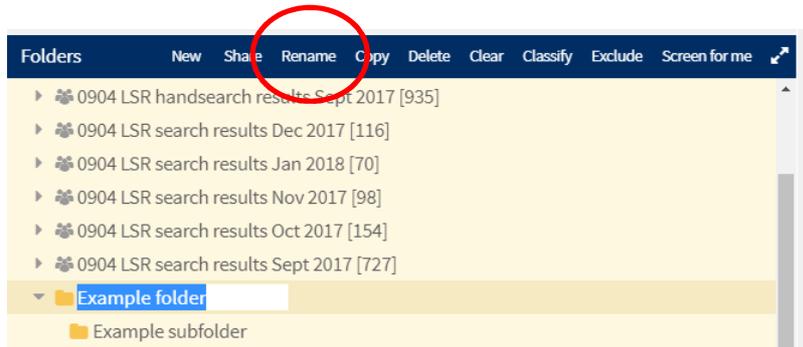


To add a subfolder, click on the parent folder, then click on New. Enter a name and hit return.



Renaming folders

To rename a folder, click on the folder and then click on Rename.



Add the new name and hit return.

Sharing folders

You can share folders with multiple CRS Web users if you wish.

Click on the folder you would like to share and then click on Share. The panel below will be displayed.



Start typing the name of the user you would like to share the folder with, select them from the drop down list that will appear as you type. Then click on Share folder now button.

Note, if you share a parent folder, you are also sharing all of its subfolders.

You will see the shared folder icon:

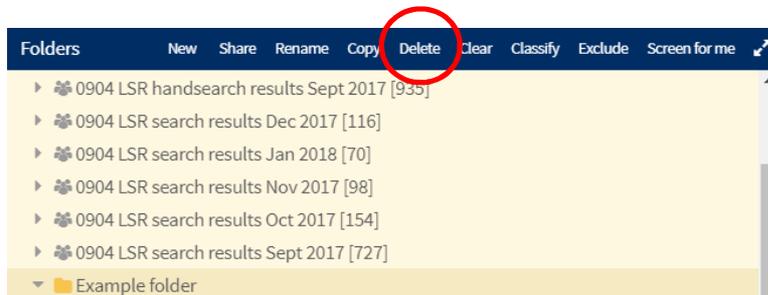


replace the folder icon:

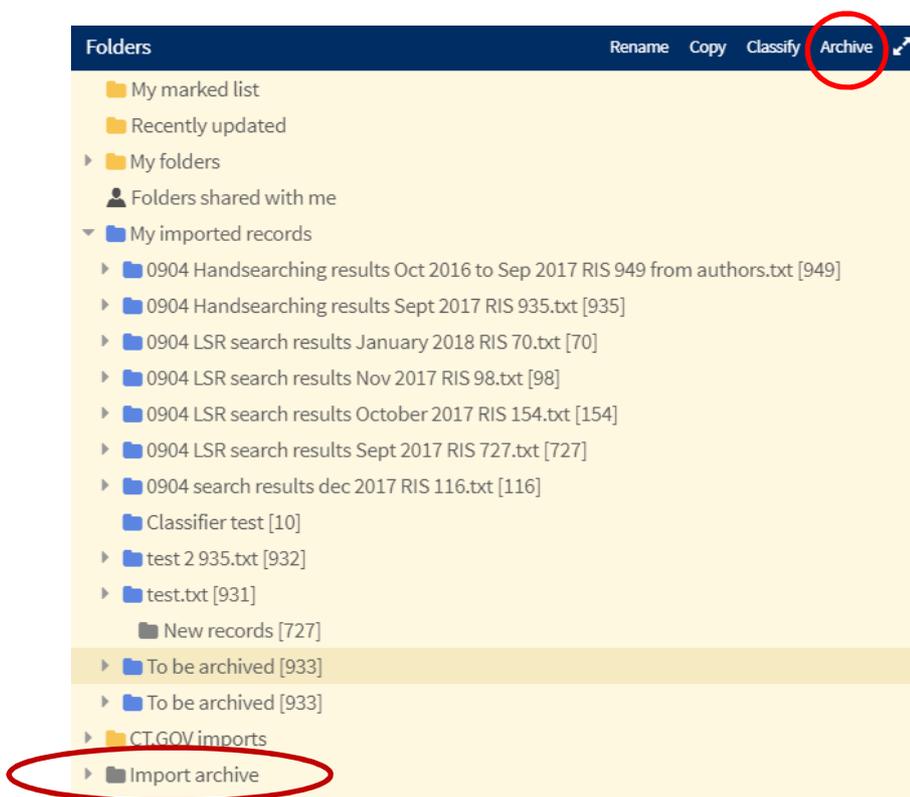


Removing folders

You can delete folders that you have created under My Folders. To do this, just click on the folder you want to remove and then click on Delete. You will be asked if you are sure you want to delete this folder before you confirm or cancel the action.



You cannot delete records that you have imported (My imported records folders), however you can archive them to remove them from showing in your My imported records folder list. This moves these folders of records to the Import archive folder if you ever want to retrieve them again.



If you have any questions about working with folders, contact cis-support@cochrane.org.