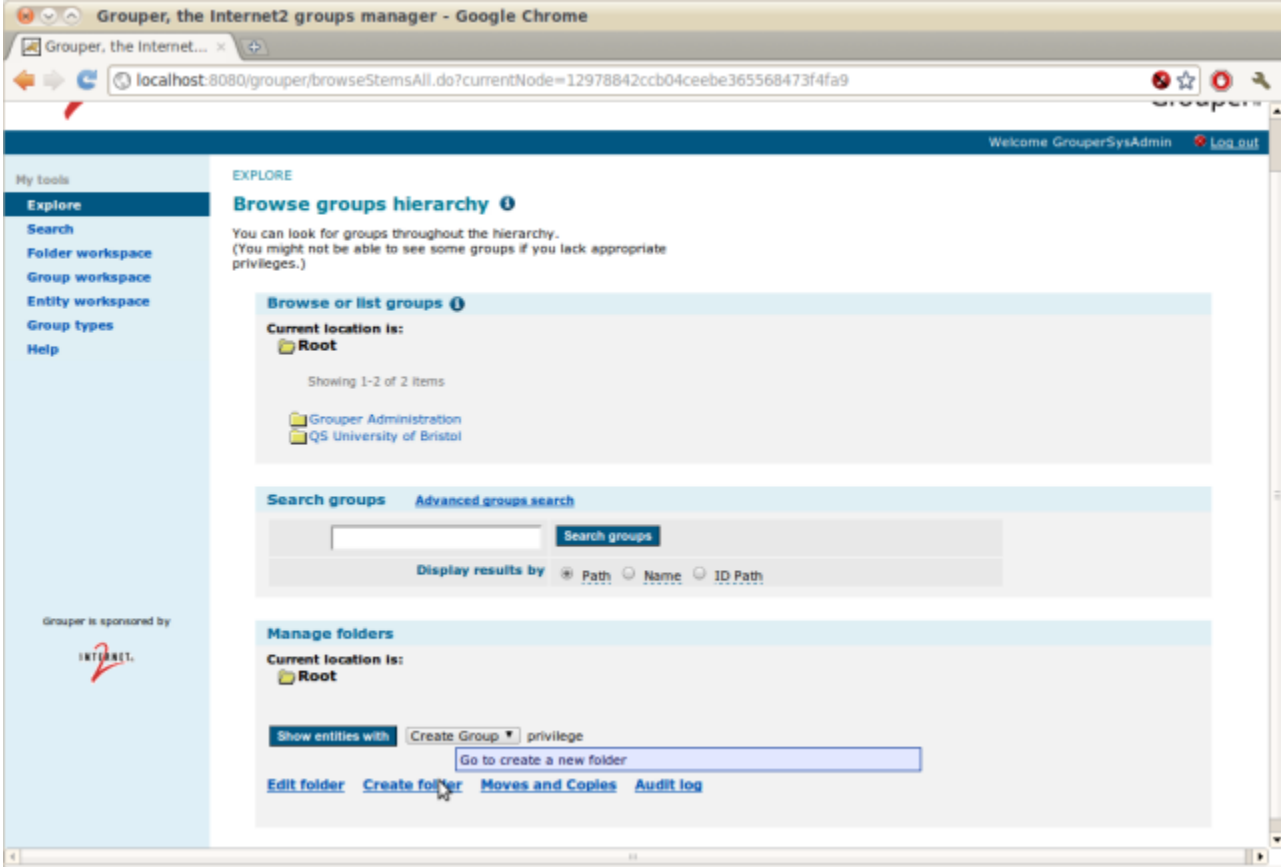


# Grouper Book - Create a new folder

## Create a new folder (requires CREATE FOLDER privilege or greater)

1. Find a parent folder for the folder you will be creating. This should place you on the Browse Groups Hierarchy screen

- If you have permissions to create a folder in this folder, you will see the "Manage folders" panel at the bottom of the page. If you do not see this panel, contact your administrator.



2. Click "Create Folder" at the bottom of the "Manage folders" panel. The Create Folder screen will appear.

- You can mouse over the field labels to learn more about what to enter in each field

3. Fill the fields in the panel, then click "Save" to create the group.

- If you click the "Save and assign privileges" button, your new group will be saved and can add search for and members to the group

Grouper, the Internet2 groups manager - Google Chrome

localhost:8080/grouper/populateCreateStem.do

INTERNET2 Grouper

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My tools

- Explore
- Search
- Folder workspace
- Group workspace
- Entity workspace
- Group types
- Help

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EXPLORE

### Create folder

Current location is: **Root**

|             |                              |
|-------------|------------------------------|
| Folder name | Grouper Book                 |
| Folder ID   | GrouperBook                  |
| Description | Demo folder for Grouper Book |

[Back to Manage folders](#)

Grouper, the Internet2 groups manager - Google Chrome

localhost:8080/grouper/saveStem.do

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Explore ⓘ

**Note: The folder [Grouper Book] was successfully saved**

You can look for groups throughout the hierarchy. (You might not be able to see some groups if you lack appropriate privileges.)

**Browse or list groups ⓘ**

Current location is: **Root**

Showing 1-3 of 3 items

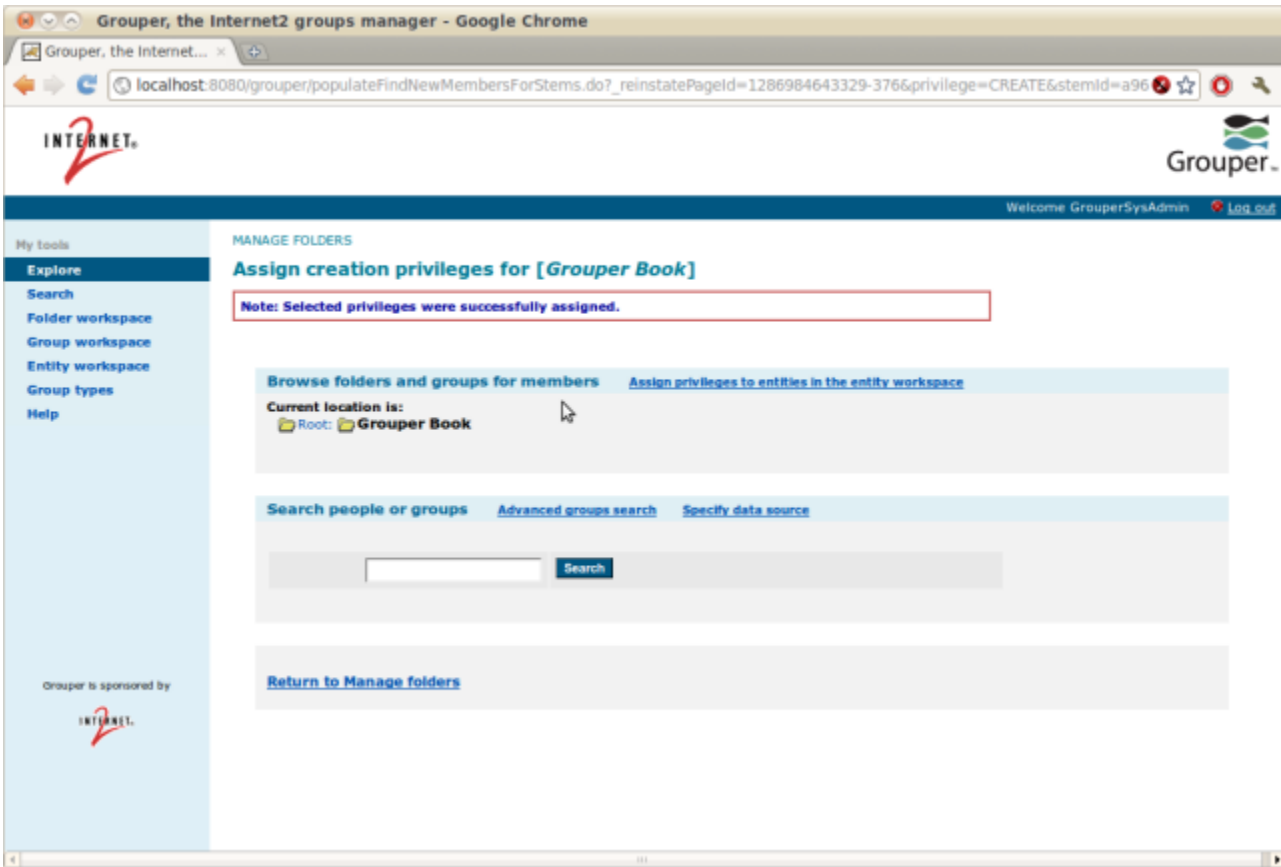
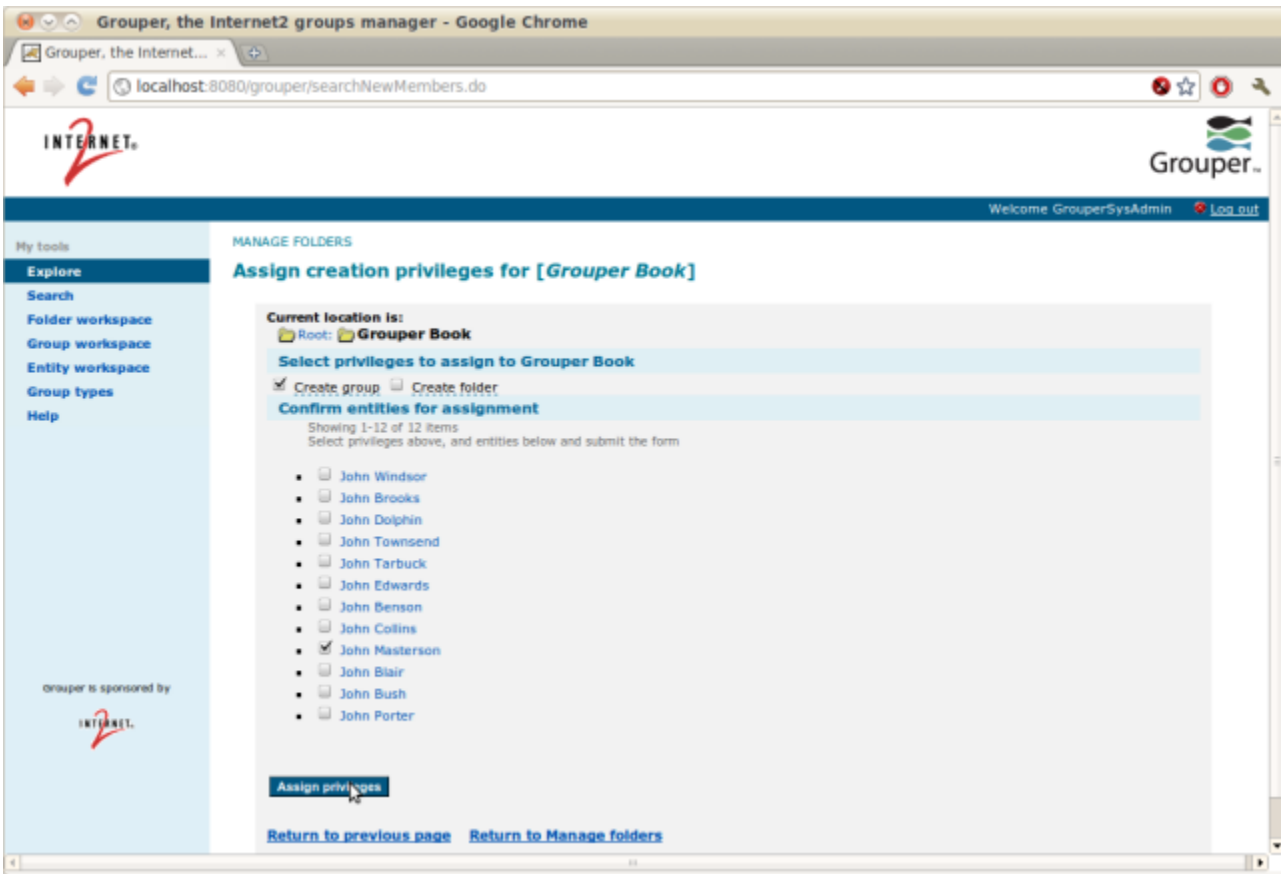
- Folder Grouper Administration
- Folder Grouper Book
- Folder QS University of Bristol

**Search groups** [Advanced groups search](#)

Display results by  Path  Name  ID Path

**Manage folders**

Current location is: **Root**



4. Which we can see if we go back to the "Current entities with Create Group privilege" page

Grouper, the Internet2 groups manager - Google Chrome

localhost:8080/grouper/populateStemPrivillgees.do

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MANAGE FOLDERS

### Current entities with [Create Group] privilege

Current location is:  
Root: Grouper Book

Entity list filtered by privilege

Show entities with **Create Group** privilege

Showing 1-2 of 2 items  
Click an entity name to view entity details, or click a privilege description to view/modify privileges

- GrouperSysAdmin : [has direct privileges](#)
- John Masterson : [has direct privileges](#)

[Assign this privilege](#) [Back to Manage folders](#)

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