Create a new folder

- Summary
- Privilege requirements
- Procedure

Summary

You can create a new sub-folder within a folder, as long as you have the required permissions to do so.

Privilege requirements

You need CREATE (or ADMIN) privileges in the folder where you want to create a sub-folder.

Procedure

- 1. Find the folder in which you want to create your group, either by navigating using the tree view, or by searching for the folder by name. In this example, we will use the Academic faculties folder under the QS University of Bristol folder.
- 2. Click the Folder actions menu and then click Create new folder.

Arts	Edit folder
how details ~	Folder actions
Folder contents Privileges More •	Quick links Add to my favorites
Iter for: Folder, group, or attribute name Apply filter	Visualization Templates
Name 👻	Run template
▲ Up one folder	Manage
Maninistrators	Copy folder
ー · · · · · · · · · · · · · · · · · · ·	Create new attribute definit
	Create new attribute name
🖀 Staff mail list	Create new folder
* Students	Create new group
* faculty-members	Create new local entity
staff - staff_mail_exc	Edit folder
	Move folder
Tali mai excludes	Administration

3. Enter the name of your folder in the **Folder name** field. The name of the folder must be unique within the containing folder, but does not need to be unique across all of Grouper. Click the **Save** button.

Home > New folder		
New folder		
Create in this folder:	OS University of Bristol:Academic faculties Enter a folder name or <u>search for a folder where you are allowed to create new folders</u> . Enter 'Root' for the top level folder	
Folder name:	Environment Name is the label that identifies this folder, and might change.	
Folder ID:	Environment D is the unique identifier for this folder. It should be shot agreeming is, and might have character restrictions. The ID should rarely change, if ever.	
Description:	Description contains notice used the folder, which could include: what the folder represents, why it was created, etc.	
	Save Cancel	

4. If the folder was created, you will be taken to the folder details page.

Home > Root > QS University of Bristol > Academic faculties > Environment		
Environment	Edit folder	
Show details ~	Folder actions -	
Folder contents Privileges More -		
Filter for: Folder, group, or attribute name Apply filter Reset		
Name •		
▲ Up one folder		
Show: 50 \$ Showing 1-0 of 0 - First Prev Next Last		