



Manage Folders

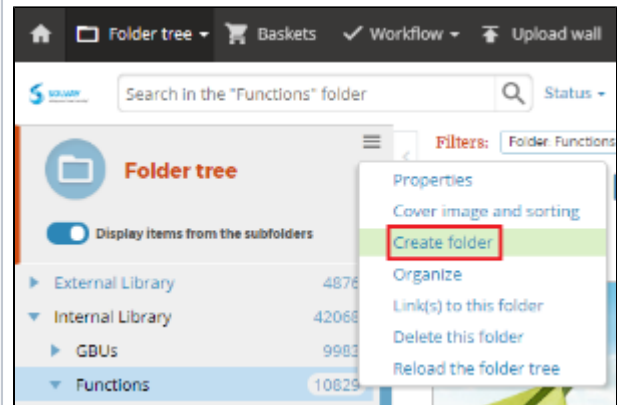
 This page includes steps on how to manage the folder tree in Keepeek.

 Report any issues/clarify doubts to Web Contribution (Data) team [here](#).

 [Keepeek tips](#)

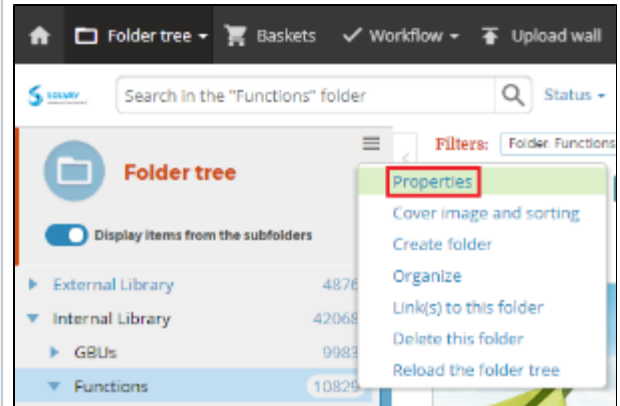
The creation of first-level folders is reserved for application administrators. Creating a sub-folder requires folder management rights for the parent folder.

To create a new sub-folder, **select the main folder** and in the three bars **menu** (icon), then **click on create folder, name it and save**.



This feature requires folder management rights for the selected folder.

To rename an existing folder, click on the three lines **menu** (icon), **open the properties, name it and save**.



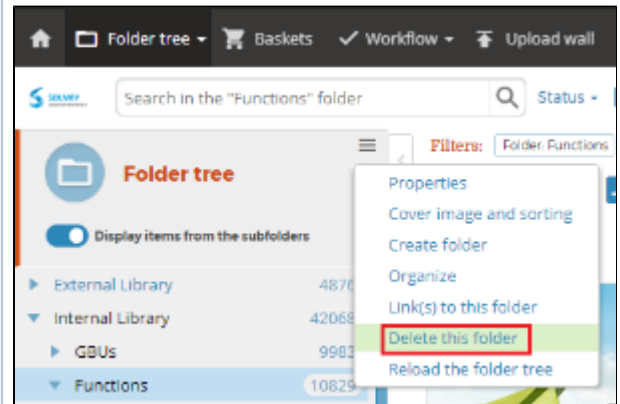
This feature requires folder management rights for the selected folder.

To delete a folder, in the three lines **menu** (icon), **click the option delete this folder**.



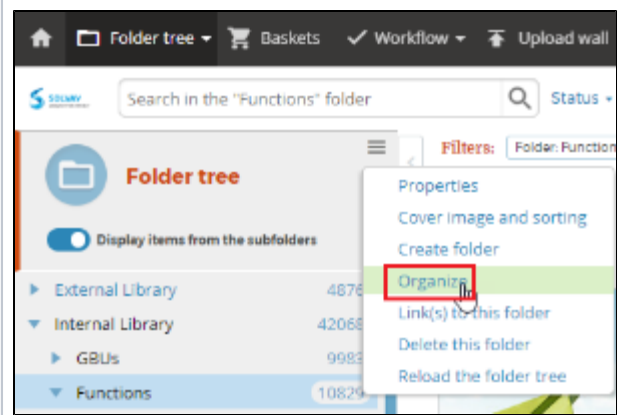
Note:

The items in the deleted folder, that do not belong to any other folder, will be moved to the recycle bin.



The organisation of first-level folders is reserved for application administrators. This feature requires folder management rights for the parent folder.

In the folder tree, **choose the parent item** and in the three lines menu (icon) select the **option organize**.



When you **click and drag the folder** you will notice the cursor changes to indicate that you are moving it.

Release in place and **save**. You also have the option to sort alphabetically at the bottom.

