

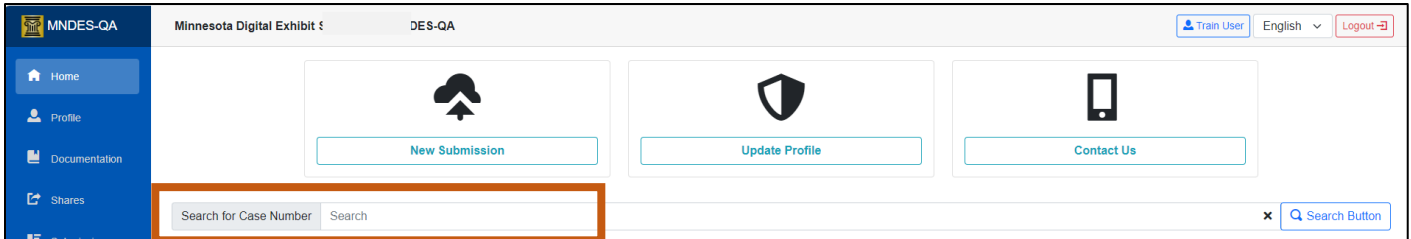


Quick Reference Guide – Creating and Deleting Folders

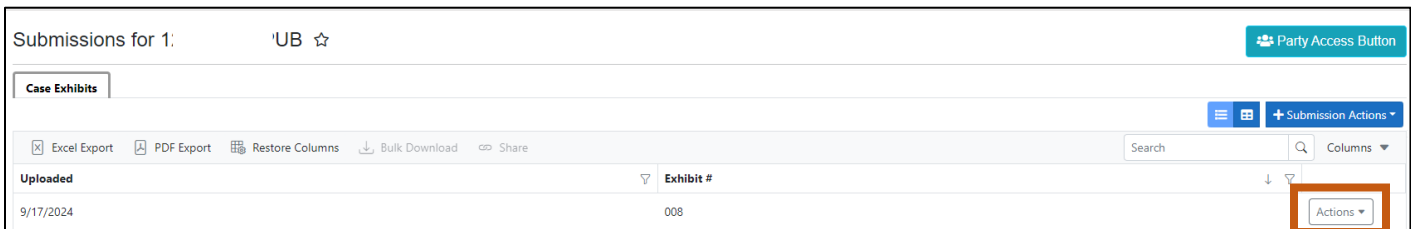
Last Revised: 9/27/2024

Create a folder

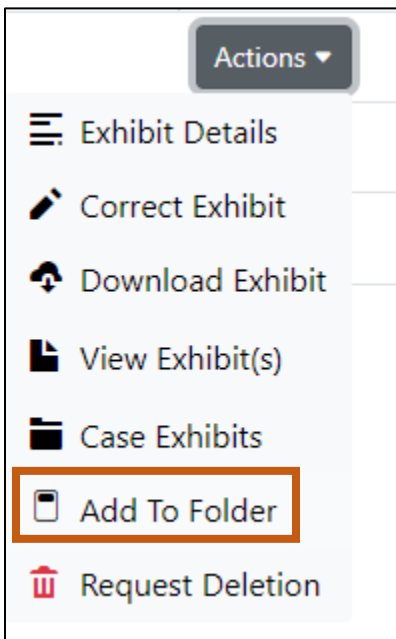
1. Search a case by the case number.



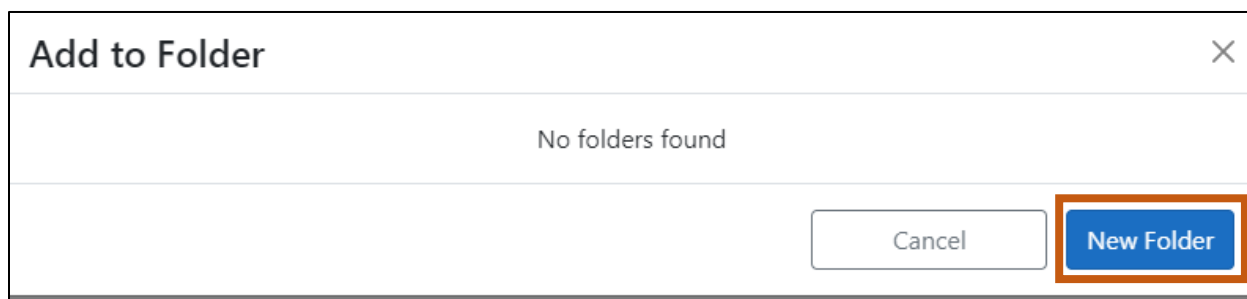
2. Open the case and click **Actions**.



3. Click **Add To Folder**.



4. Click **New Folder**.



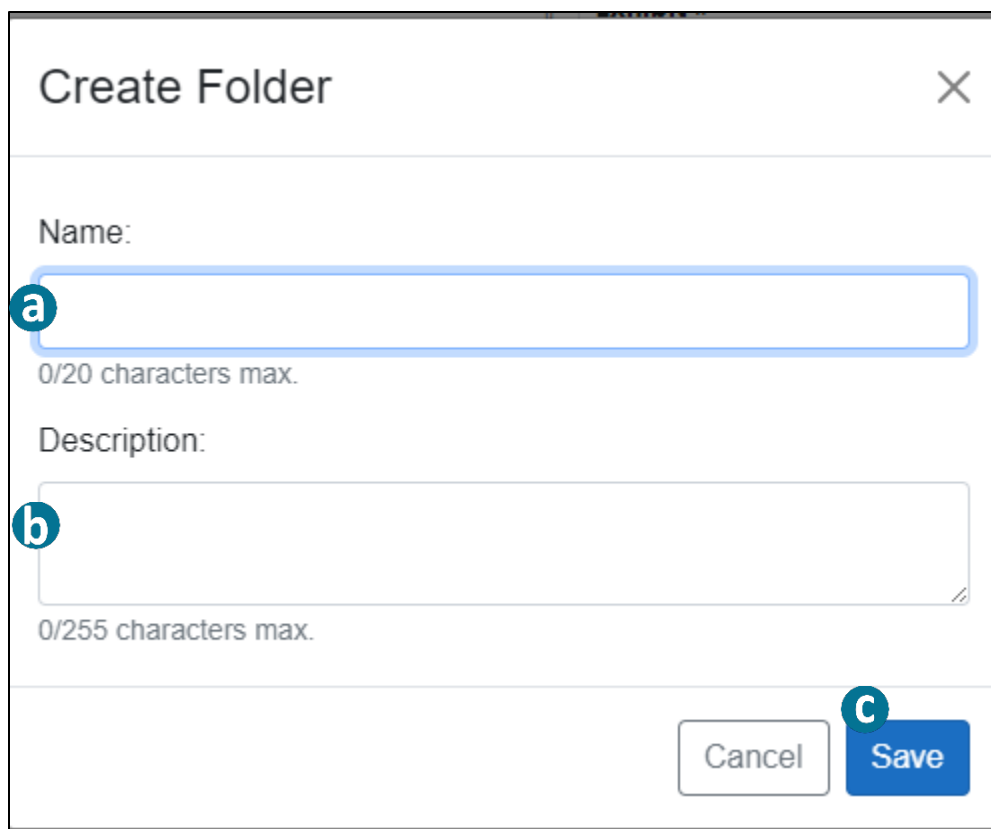
Add to Folder

No folders found

Cancel New Folder

5. In the **Create Folder** window, fill in the following:

- a. **Name**;
- b. **Description**; then
- c. Click **Save**.



Create Folder

Name:

0/20 characters max.

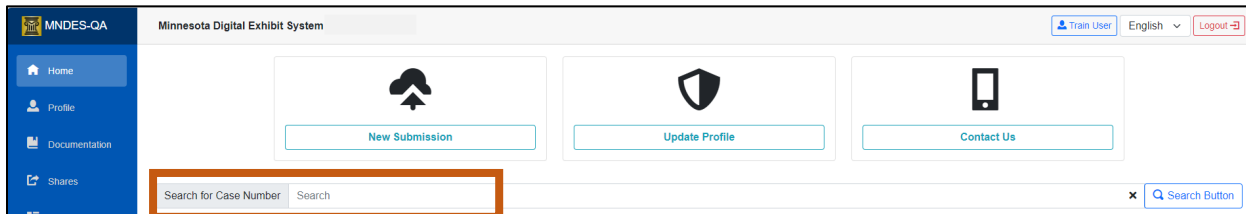
Description:

0/255 characters max.

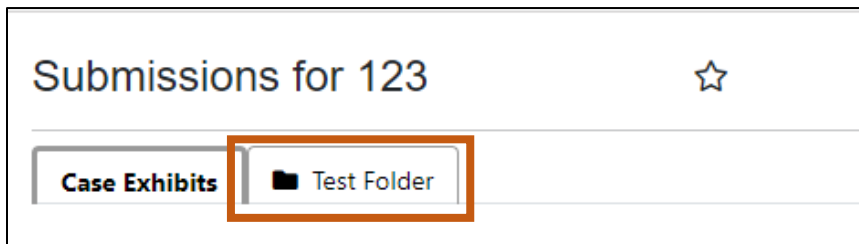
Cancel Save

Delete a folder

1. Search a case by the case number.



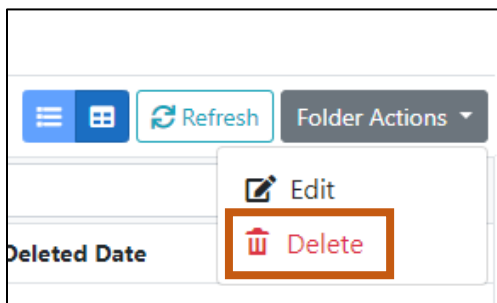
2. Open the case, and click the name of the folder in the tab.



3. Click **Folder Actions**.



4. Click **Delete**.



5. Click **Delete** on the popup window.

