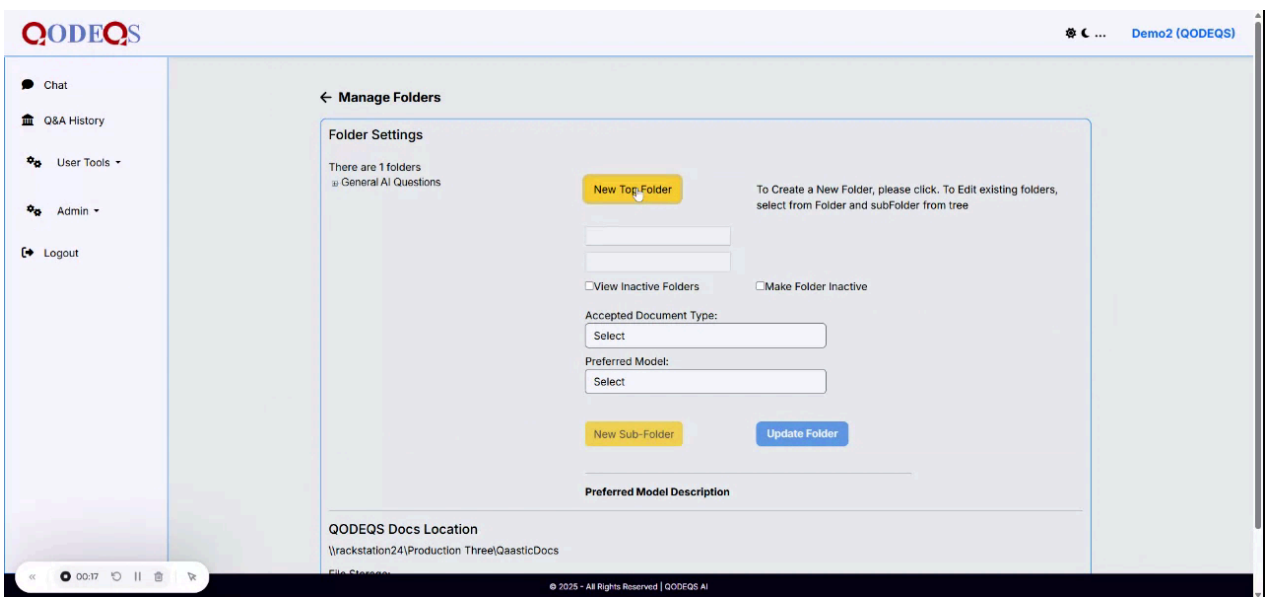


# Creating and Managing Folders

*This document provides a step-by-step process to create and manage folders effectively, allowing you to organize your documents and files with ease.*

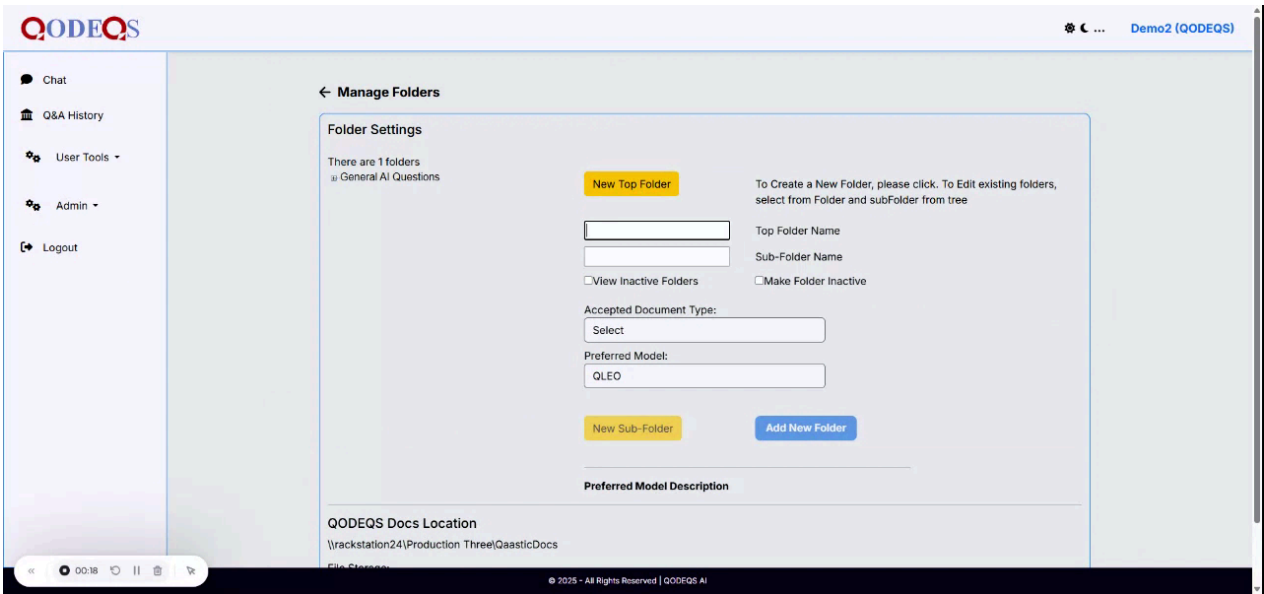
## Step 1

Begin by navigating to the home screen. Locate 'User Tools' on the left-hand side, click the dropdown, and select 'Manage Folders.' On the screen, you will notice a yellow box labeled 'New Top Folder.'



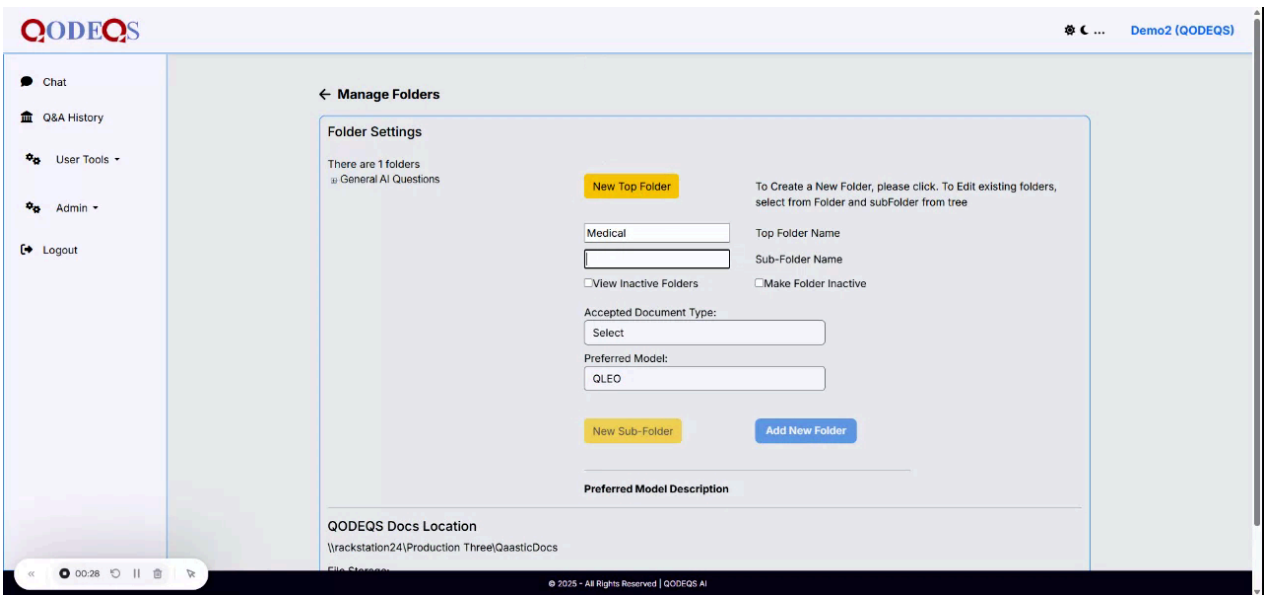
## Step 2

Click on the yellow box and assign a name to your new folder.



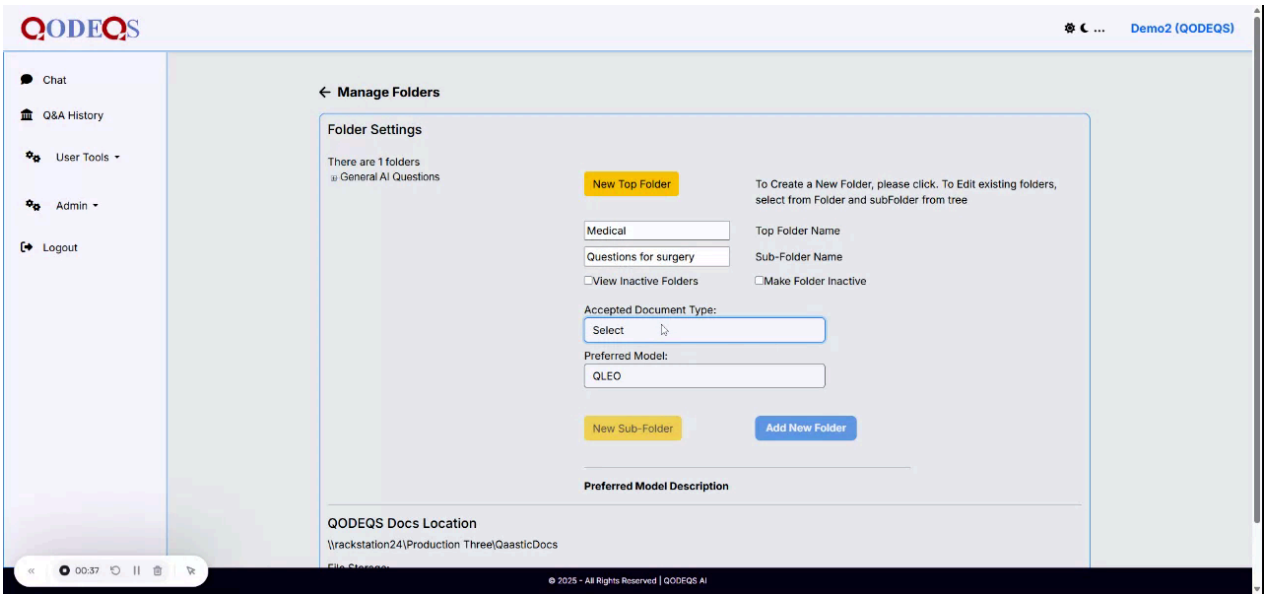
## Step 3

For example, name the folder "Medical" and create a sub-folder titled "Questions for Surgery."



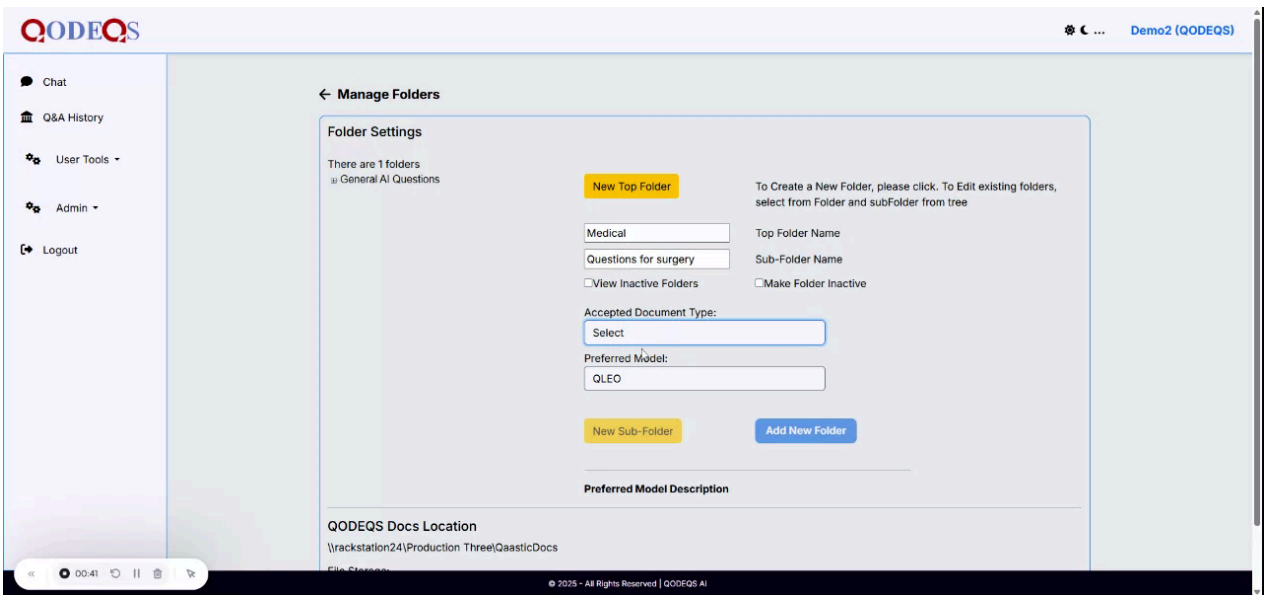
## Step 4

Proceed by selecting a document type appropriate for your new folder.



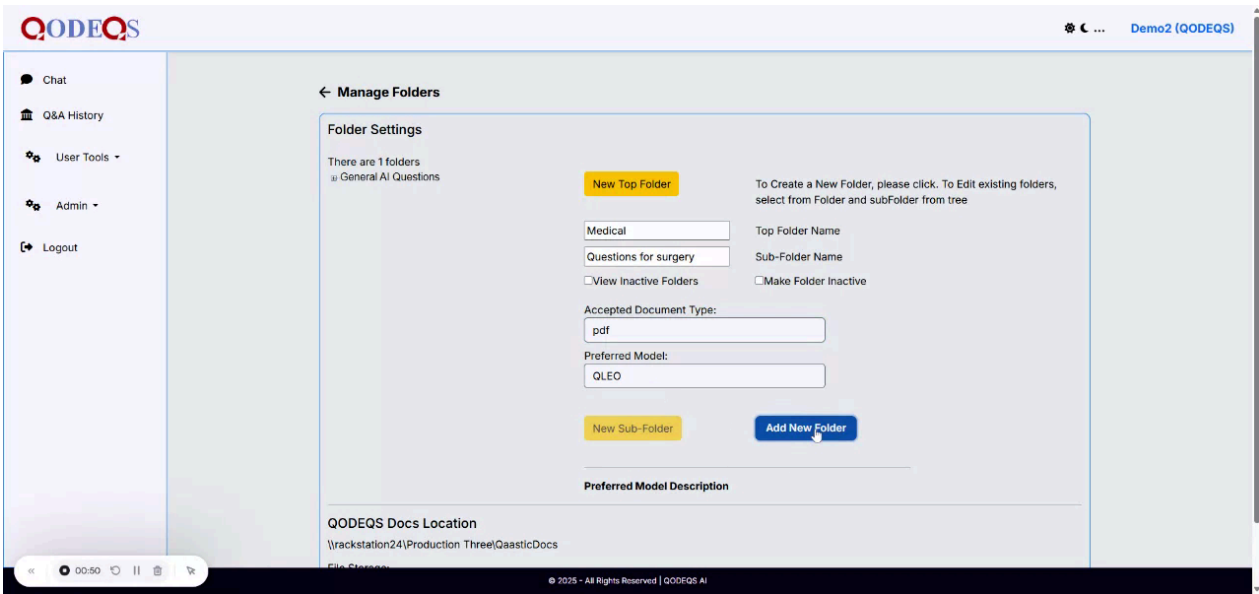
## Step 5

Opt for PDF images for scanning, and choose CLIA as the model type.



## Step 6

Once you have finished, click on 'Add New Folder' located at the bottom right of the screen.



# Step 7

Your "Questions for Surgery" sub-folder will now be visible under the "Medical" folder on the left-hand side. To manage your folders, go to 'Manage Folders' at the top left, click the left arrow, and you are all set to organize your files within the Medical folder.

