

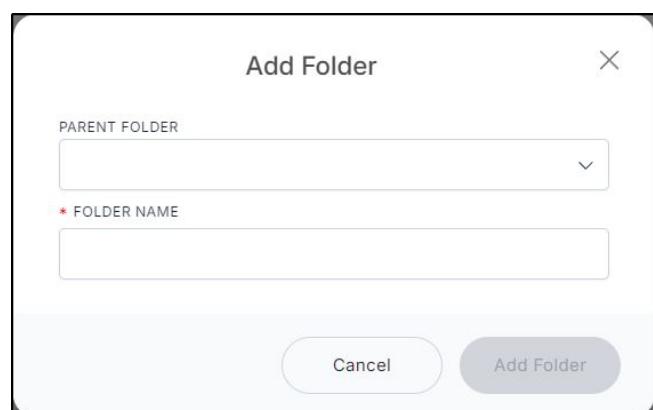
Manage folders

In the Merchandising Boards module, a folder is a container of slides on which different objects can be placed. These folders help you organize your slides and the information you want to export as a Power Point presentation. Subfolders are also supported. You can add a new folder or subfolder as mentioned below.

Add folder

To add a new folder to the board, follow these steps:

1. Click the Add folder button, the following window appears:



The screenshot shows a dialog box titled "Add Folder" with a close button (X) in the top right corner. Below the title bar, there are two input fields. The first is labeled "PARENT FOLDER" and is a dropdown menu with a downward arrow. The second is labeled "* FOLDER NAME" and is a text input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Add Folder".

2. Select the parent folder if you want to create a subfolder,
3. Enter the folder name,
4. Click **Add Folder**, the folder is added. you can delete it, rename it, and add slides to it.