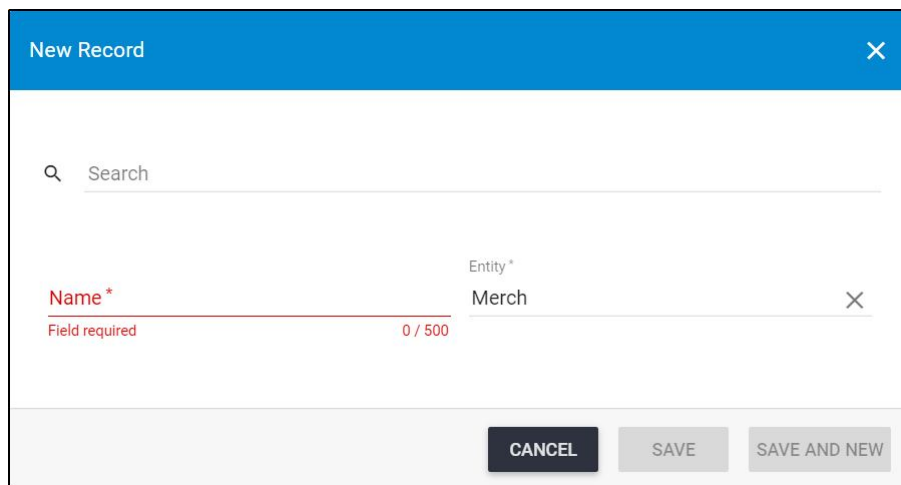


## Add subfolder

To add a subfolder to a folder, follow these steps:

1. Select Add subfolder from the Actions menu next to the folder you want, the following window appears:



The screenshot shows a 'New Record' dialog box with a blue header and a close button (X) in the top right corner. Below the header is a search bar with a magnifying glass icon and the text 'Search'. The main area contains two input fields: 'Name \*' with a red underline and a 'Field required' error message below it, and 'Entity \*' with the value 'Merch' and a close button (X) to its right. A character count '0 / 500' is visible below the 'Name' field. At the bottom of the dialog are three buttons: 'CANCEL' (dark grey), 'SAVE' (light grey), and 'SAVE AND NEW' (light grey).

2. Enter the subfolder name, the **Save** buttons are activated,
3. Click **Save** to add the folder and close the window or **Save and New** to add the folder and open a new window.