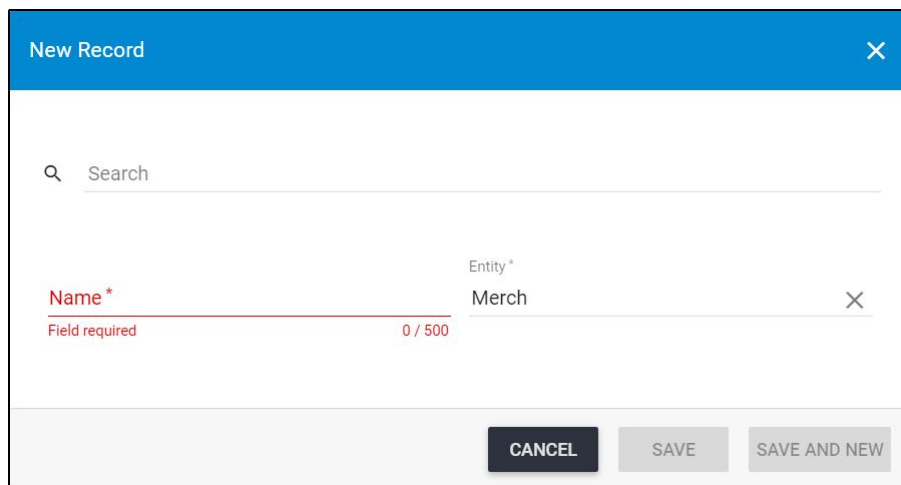


Add subfolder

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 bar containing a close button (X). Below the header is a search bar with a magnifying glass icon and the text 'Search'. The main area contains two input fields: 'Name *' and 'Entity *'. The 'Name *' field is highlighted with a red border and has a red error message 'Field required' below it, along with a character count '0 / 500'. The 'Entity *' field contains the text 'Merch' and has a close button (X) to its right. At the bottom of the dialog are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEW'.

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.