

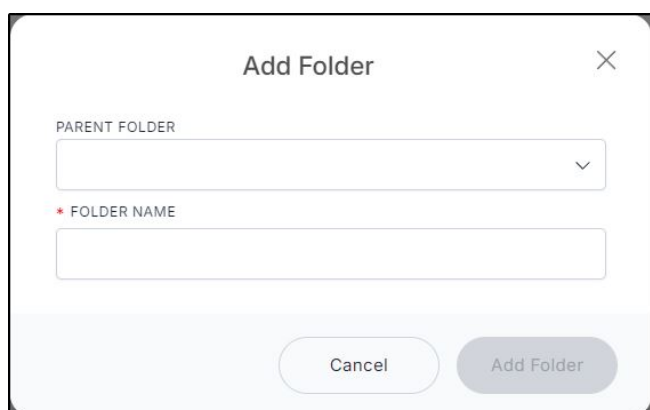
Manage folders

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 image shows a 'Add Folder' dialog box with a title bar containing the text 'Add Folder' and a close button (X). Inside the dialog, there are two input fields. The first is a dropdown menu labeled 'PARENT FOLDER' with a downward arrow icon. The second is a text input field labeled '* FOLDER NAME'. 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.