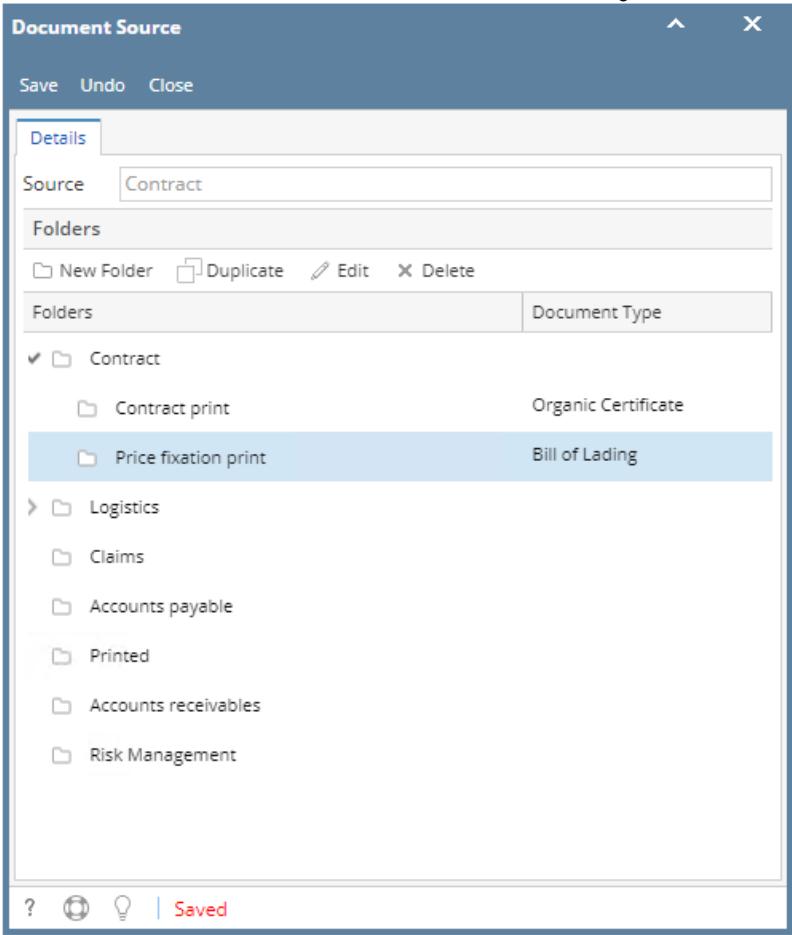


# How to Create and Duplicate Folders in Document Source

- 1. On the user's left menu panel, click **Document Management** menu
- 2. Open the **Document Source** screen
- 3. Click the **New Folder** button
- 4. Click the created folder to rename or click the **Edit** button
- 5. To add a sub-folder, click the folder then click the New Folder button again



Field	Description
Source	The Source for the Folder Structure. Initially this only include Contracts but later it will be expanded to include other i21 screens like Vouchers, Invoices, Journals, etc.
Folders	The name of the folder or sub-folder
Document Type	Optionally assign a Document Type

6. To duplicate a folder and its sub-folders, select the main folder then click the **Duplicate** button. This will be automatically saved.

