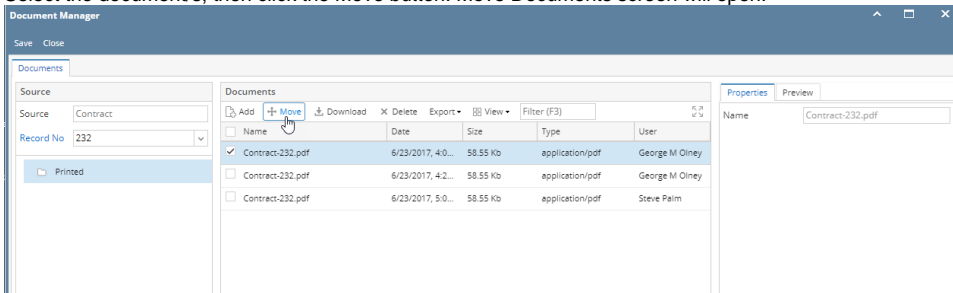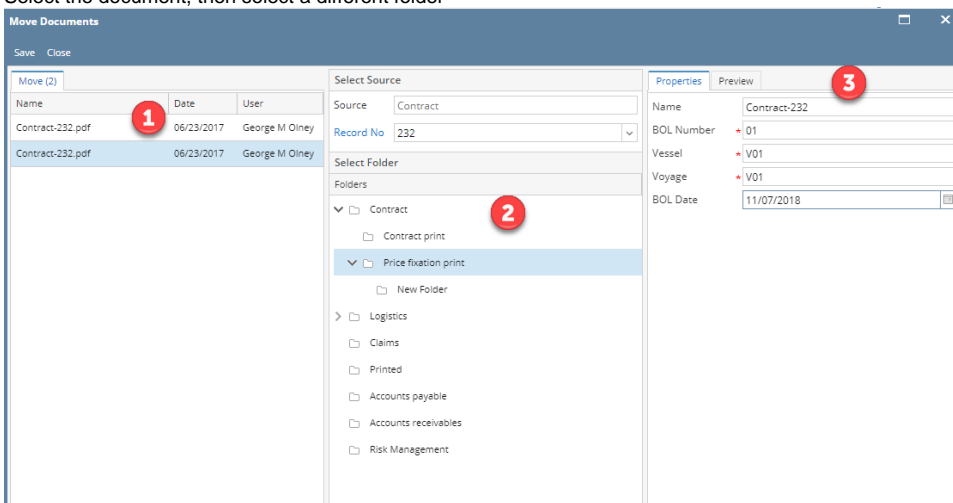# How to Move Documents

Folder to Folder:

1. On the user's menu panel, click the Document Management
2. Open Document Manager
3. Select and open an existing document
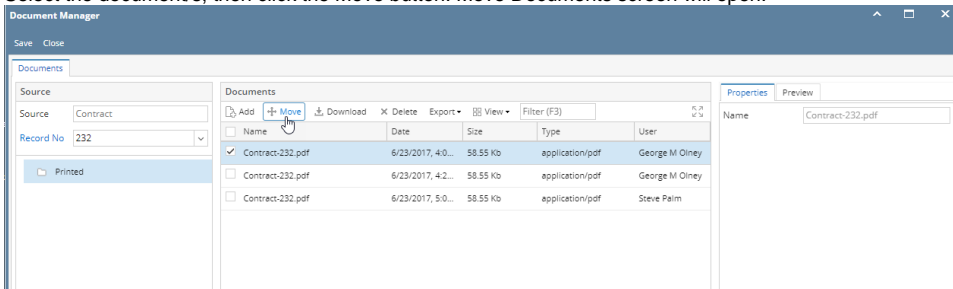4. Select the document/s, then click the Move button. Move Documents screen will open.

5. Select the document, then select a different folder

6. If the folder is associated with Document Type, required fields should also be filled.
7. Click the Save button once done.

Record to Record:

1. On the user's menu panel, click the Document Management
2. Open Document Manager
3. Select and open an existing document
4. Select the document/s, then click the Move button. Move Documents screen will open.

5. Select the document, then select a different Record No. and folder

6. If the folder is associated with Document Type, required fields should also be filled.
7. Click the Save button once done.