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# How to: Create a Folder for a Document

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## DOCUMENT ACCESS

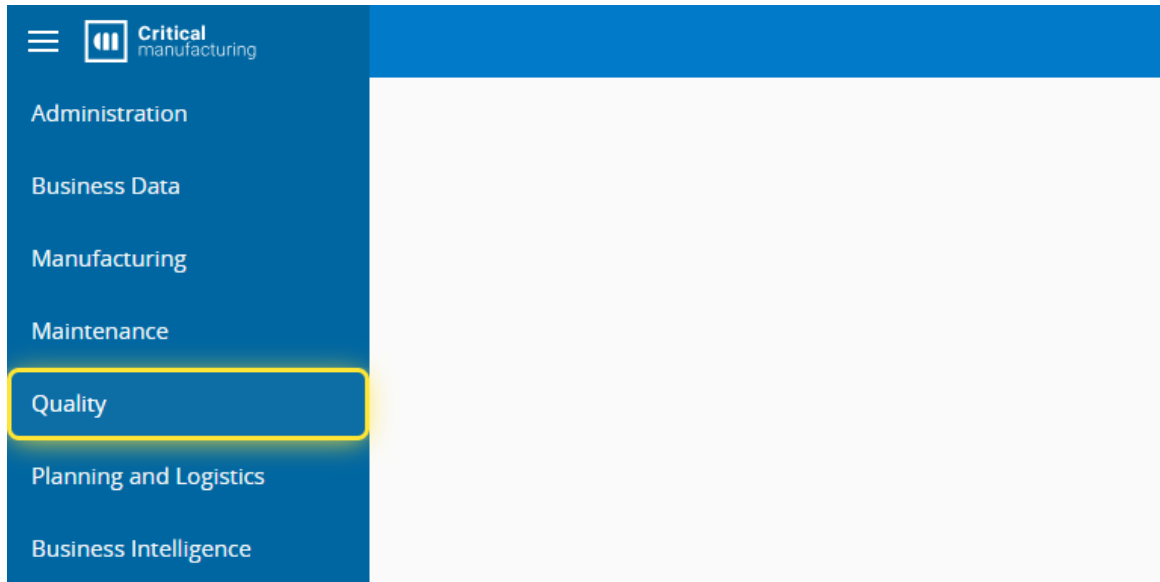
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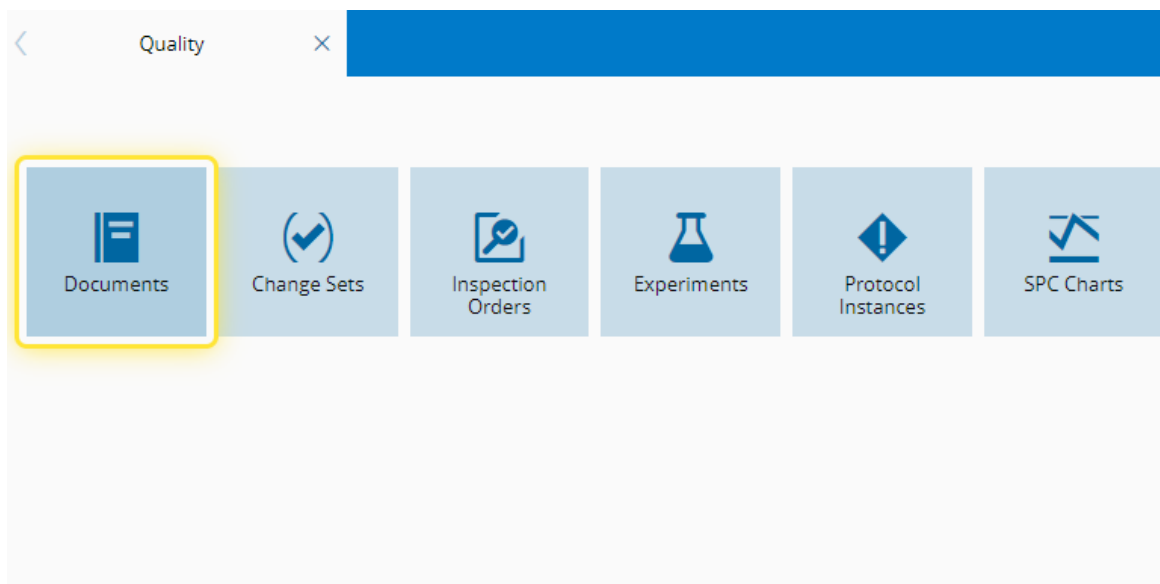
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## How to: Create a Folder for a Document

1. Go to the Quality menu.

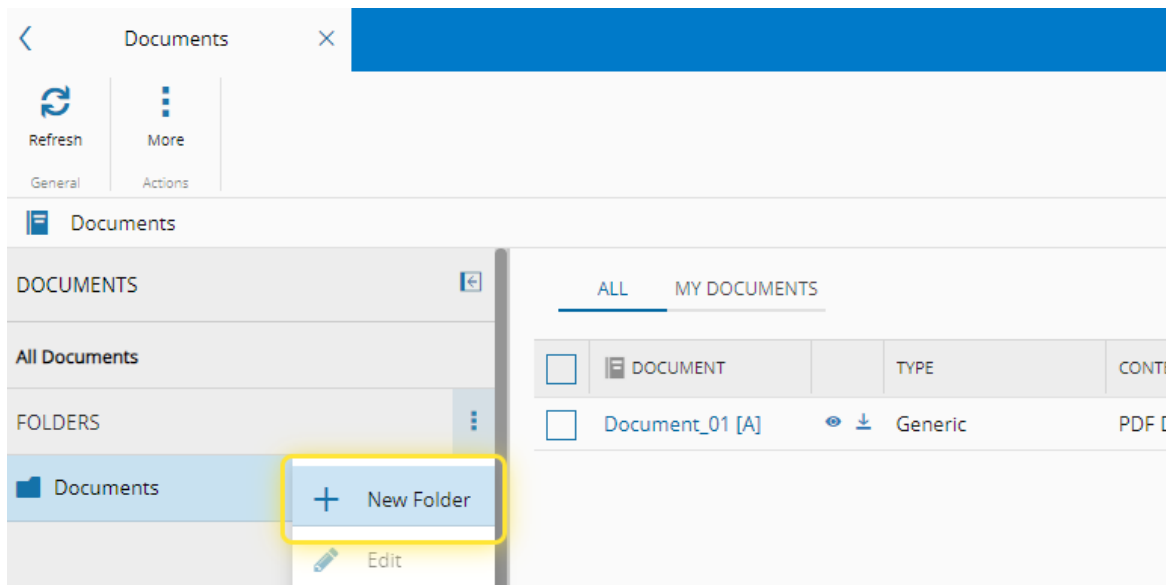


2. Select the Documents entity.



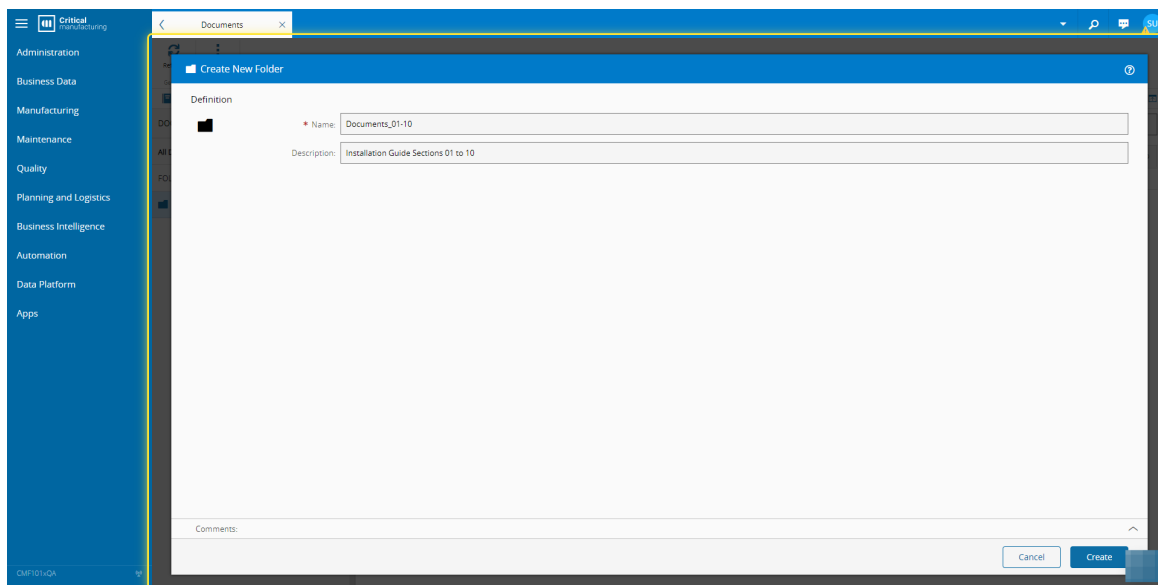
3. When in the Documents menu, select the More icon of the Folders menu, and select New Folder.

For more information, see [Documents - Critical Manufacturing Documentation Portal](#) 



4. Complete the necessary fields and select Create.

When folders are created, they can be edited or removed.





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