# Manage Folders

An EIDSS user with the appropriate permissions can use folders to organize layouts and queries within the Analysis, Visualization, and Reporting (AVR) application. This quick guide presents the steps to:

- Create a new folder
- Edit a folder
- Delete a folder
- Move a child object into a folder
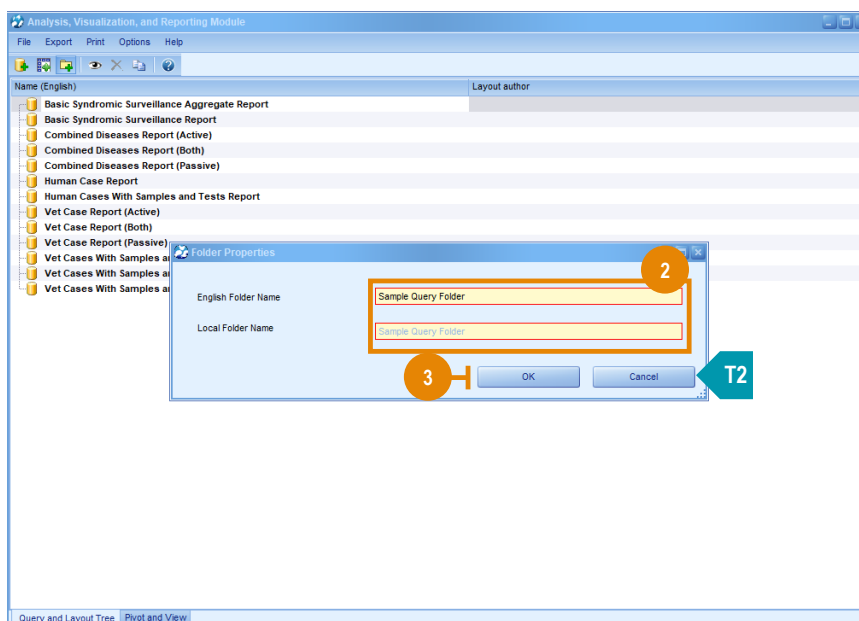
Create a New Folder

1. From the AVR **Query and Layout Tree,** choose **New Folder** from the **File** drop-down menu. The **Folder Properties** window appears.

   Tip 1: A folder can also be added by clicking the **New Folder** icon in the toolbar.
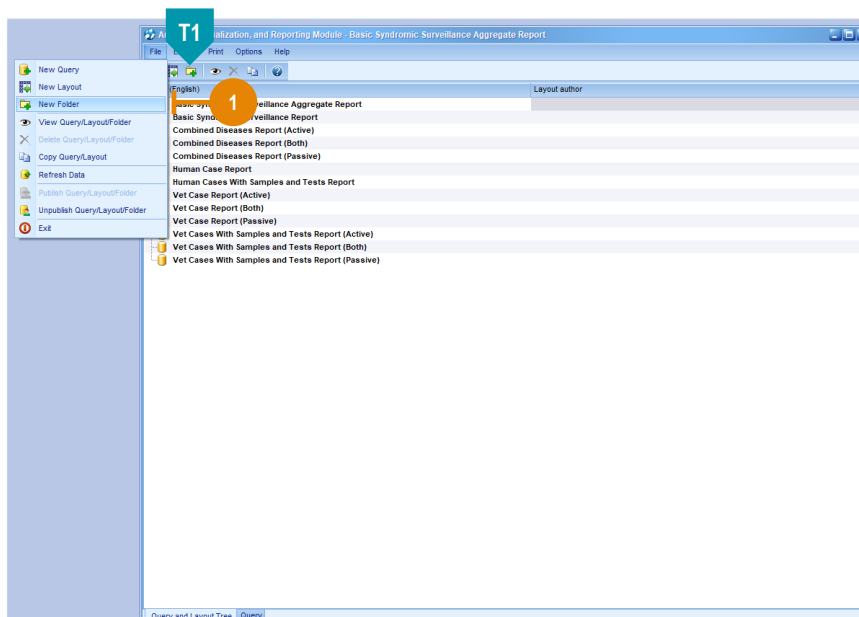
2. Enter a folder name in the **English Folder Name** and **Local Folder Name** fields. **Note:** If English was the language chosen for AVR operations, the **English Folder Name** is automatically copied into the **Local Folder Name** and the field is not editable.

   Tip 2: To delete entered information and close the window, click **Cancel.**

3. Click **OK.** The folder is saved and displays at the top of the **Query and Layout Tree.**
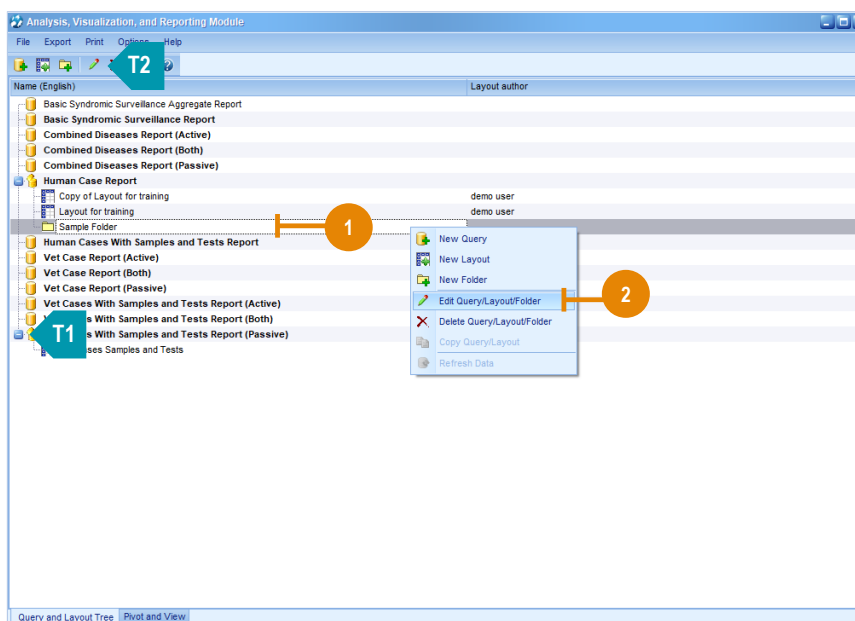
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Edit a Folder

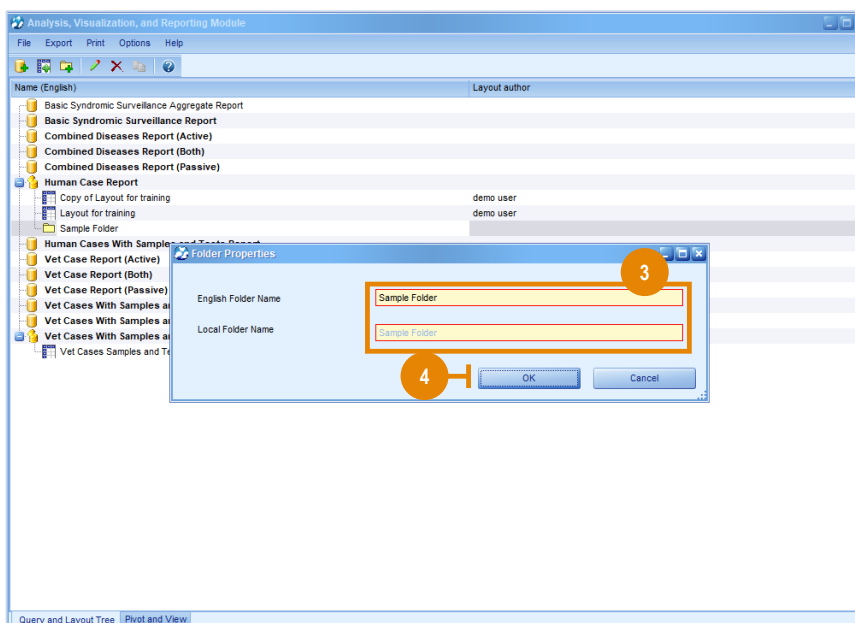1. From the AVR **Query and Layout Tree,** highlight the folder you wish to edit.

> **Tip 1:** To expand/collapse queries and folders, click the **+/-** icons.

2. Choose **Edit Query/Layout/Folder** from the **File** drop-down menu. The **Folder Properties** window appears.

> **Tip 2:** A folder can also be edited by highlighting the desired folder in the **Query and Layout Tree** and clicking the **Edit** icon in the toolbar.

3. Make any necessary revisions.

4. Click **OK.** The folder is modified and displays in the **Query and Layout Tree.**
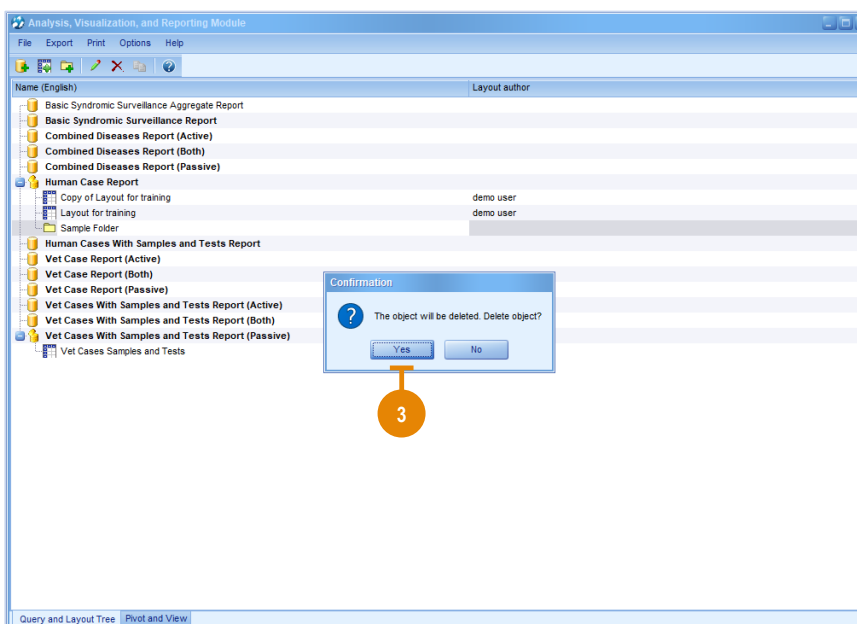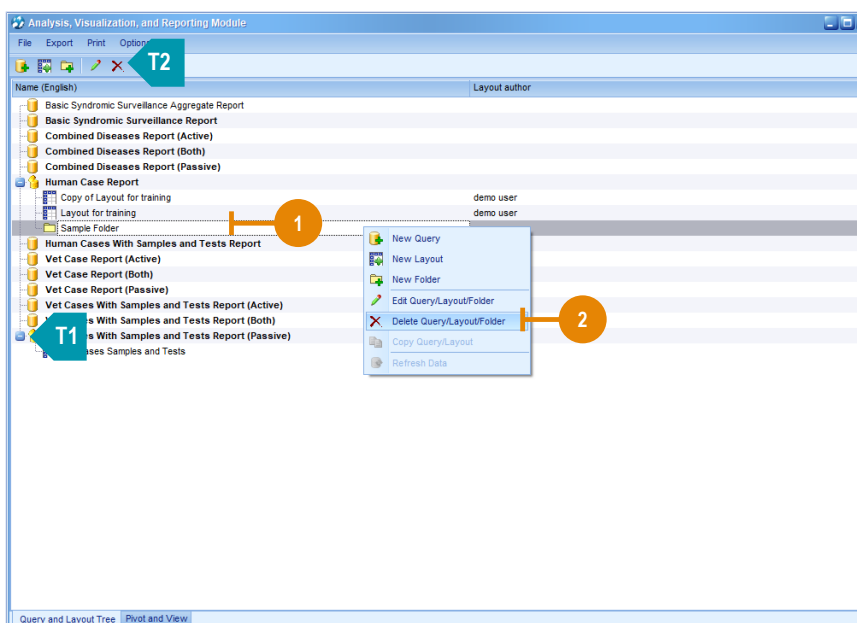
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Delete a Folder

1. From the AVR **Query and Layout Tree,** highlight the folder you wish to delete. **Note:** Folders containing child objects cannot be deleted.

   Tip 1: To expand/collapse queries and folders, click the **+/-** icons.

2. Choose **Delete Query/Layout/Folder** from the **File** drop-down menu. A confirmation dialog box appears.

   Tip 2: A folder can also be deleted by highlighting the desired folder in the **Query and Layout Tree** and clicking the **Delete** icon in the toolbar.

3. Click **Yes.** The folder is deleted and no longer appears in the **Query and Layout Tree.**

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Move a Child Object into a Folder

1. Click and drag the folder you wish to move onto the desired folder in the **Query and Layout Tree.** The chosen object appears under the appropriate folder. **Note:** Layouts can only be moved to a folder within the same query record.