

Node Guide: Create Folder (DMS)

Overview

The **Create Folder (DMS)** node is used to **create a new folder** in your **Document Management System (DMS)** storage space. This helps structure and organize workflow files like user uploads, claim documents, reports, etc., into dynamically created folders.

What This Node Does

- Creates a folder in the DMS at a defined location
- Uses a folder name selected **from a variable**
- Returns:
 - `folder_id` — unique identifier for the created folder
 - `status` — status of the folder creation

This is especially useful when you want to create folders per user, case, or request to manage files cleanly.

Configuration Details

1. Folder Name

- Must be selected **from a variable** via dropdown
- Static typing is **not allowed**
- Example variable: `folder_name` (value could be `{{user_id}}_folder`)

2. DMS Configuration

- Select from a list of **predefined DMS Configs** created in **Global Configurations**
 - Determines where the folder will be created in your storage hierarchy
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Inputs

- `folder_name` (select from variable dropdown)
 - `dms_config` (select from global configuration dropdown)
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Outputs

- `folder_id` — The unique ID of the folder (can be captured into a variable)
 - `status` — Indicates success or failure (can be captured into a variable)
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When to Use

Use this node when you want to:

- Organize workflow output into dynamically named folders
 - Store files per user, project, task, or submission
 - Build hierarchical document structures on the fly
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Example Flow: Create Folder for User Uploads

Scenario

A user submits a form with files attached. You want to create a folder named after their ID and upload all the files into that folder.

Flow Steps

1. Create Folder Node

- **Folder Name:** Select the `user_folder_name` variable
 - **DMS Config:** Choose from the dropdown list of global DMS configurations
 - **Output:** Capture `folder_id` in a variable called `upload_folder`
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Summary of the Flow

- The **Create Folder** node dynamically builds a storage folder using a variable-based name
- Other workflow nodes (upload, move, tag, etc.) can reference this folder for storing or organizing files
- Ensures each transaction or user flow maintains clean and isolated storage