

# Manage Flows with Folders

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Folders allow you to group related flows into a common organizing structure. For example, you can use folders to group flows by project, by source of data, or by other meaningful grouping.

## Limitations:

- Each flow in a folder is an independent object. Permissions can vary between flows in a folder and should be reviewed after adding them.
- You can only move flows that you own.
- You cannot share folders or modify permissions at the folder level.
- Folders cannot be exported and imported.

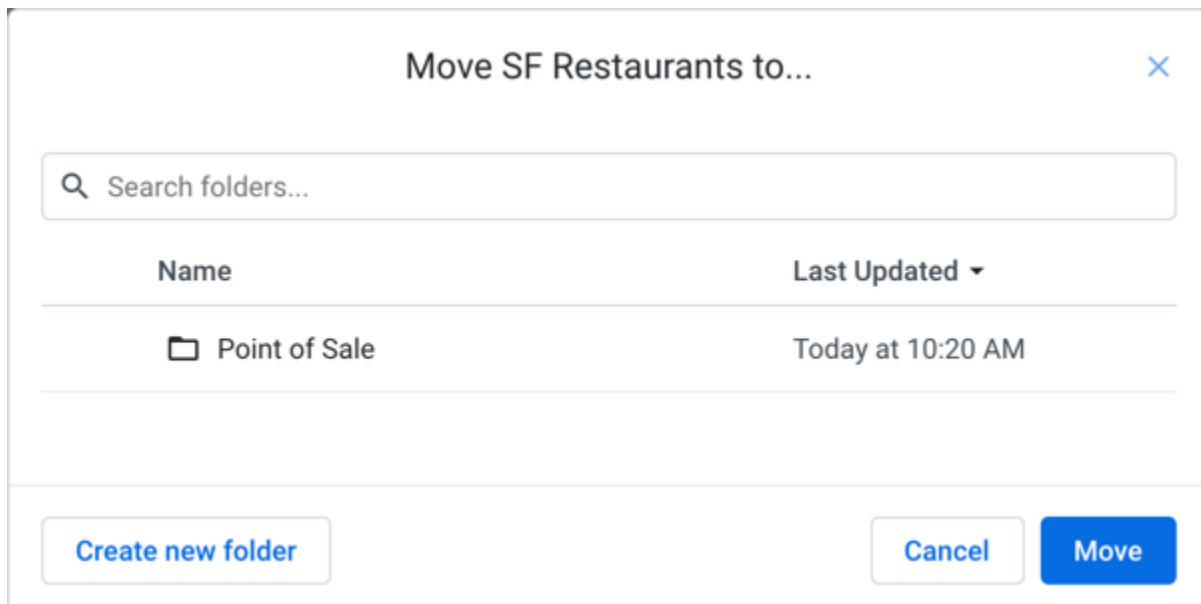
## Create Folder

You can create a folder in one of two ways:

- Click the **Create** button. Then, select **Create Folder**. Enter a name and description for the folder. These values appear in the application. Click **Save**.
- When you move a flow, you can optionally create a new folder for it. See below.

## Move to Folder

To move a flow to a folder, select **Move to** from the context menu on the right side of the screen for the flow.



**Figure: Move to Folder dialog**

- To move the flow, select the name of the flow. Click **Move**.
- To search folder names, enter your search string in the Search textbox.
- To move the flow into a new folder, click **Create new folder**. Enter a meaningful name and description for the folder. Select **Move to new folder**.

## Delete Folder

To delete a folder, select **Delete Folder** from the context menu on the right side of the screen.

**This step deletes the folder and all flows within it. This step cannot be undone.**