

Rename a File or Folder

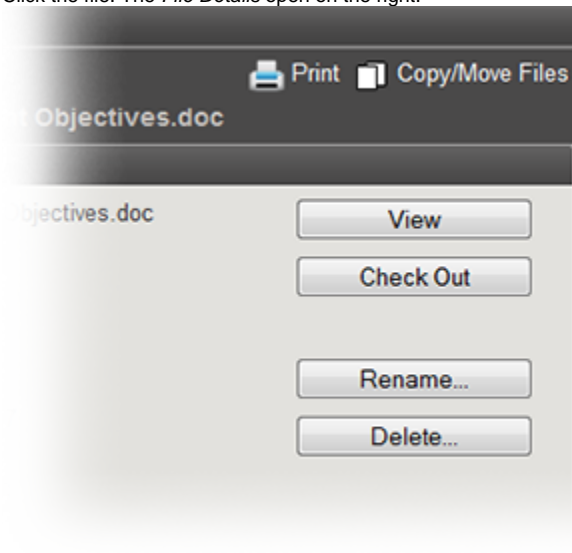
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You can rename files and folders as necessary, however you cannot rename a file that is checked out.

To rename a file

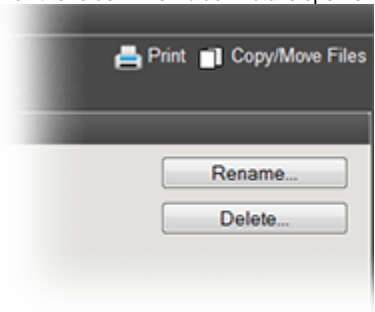
1. From the *Home* page, point to **Planning** and click **Library**. The *Library* page opens.
2. For **Library for**, select the appropriate domain or facility.
3. On the left, navigate to the file you want to rename.
4. Click the file. The *File Details* open on the right.



5. In the **General** drawer, click **Rename**. The *Rename File* window opens.
6. For **New Name**, enter the new name for the file.
7. Click **OK**.

To rename a folder

1. From the *Home* page, point to **Planning** and click **Library**. The *Library* page opens.
2. For **Library for**, select the appropriate domain or facility.
3. On the left, navigate to the folder you want to rename.
4. Click the folder. The *Folder Details* open on the right.



5. In the **General** drawer, click **Rename**. The *Rename Folder* window opens.
6. For **New Name**, enter the new name for the folder.

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7. Click **OK**.