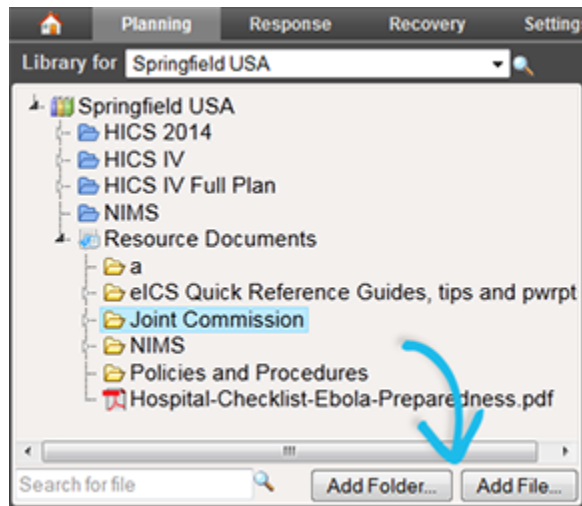


Add a Folder to eICS

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During planning, adding folders to the library allows you to build the directory structure that makes sense for your selected plan or resource files.



Tip: You can create a new folder in a selected location as part of the copy and move files processes. Refer to [Copy or Move a Folder or File](#).

Helpful Links

[Juvare.com](#)

[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

To add a folder

1. Point to **Planning** and click **Library**. The *Library* page opens.
2. In **Library for**, select the appropriate domain or facility.
3. On the left, select the library and location where you want to add the folder.
4. Click **Add Folder**. The *Add Folder* window opens.
5. For **Folder Name**, enter an appropriate name for the folder.
6. Click **OK**.