Copy or Move a File or Folder

If you have the appropriate permission level, you can copy or move one or multiple folders or files to another location in the structure, including another facility's library. You can also move a folder or file to another location in this facility's library.
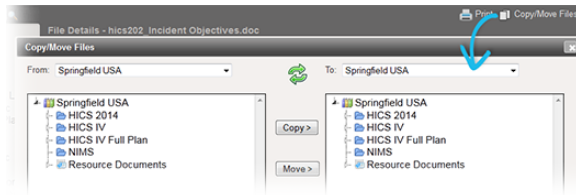
Helpful Links

Juvare.com

Juvare Training Center

Announcements

Community Resources

Tips for copying or moving elements:

- To quickly reverse the **From** and **To** locations, click the green arrow icon between the fields.
- In the *Copy/Move Files* window, you can add a folder (**Add Folder** link) to the selected destination and copy the folder or file to that new location.
- Double-click the library or folder to expand it and show its contents.

To copy or move a file or folder

1. Point to **Planning** and click **Library**. The *Library* page opens.
2. For **Library for**, select the appropriate domain or facility.
3. Click **Copy/Move Files** toward the right side of the page. The *Copy/Move Files* window opens.
4. On the left, choose the file/folder you want to move or copy.
5. In the **From** field, select the facility/domain library that contains the folder or file.
6. Open the appropriate plan or the **Resource Documents** library.
7. Locate and select the folder or file you want to copy or move.
8. In the right pane, choose the location where you want to move or copy the file/folder.
9. In the **To** field, select the library where you want to copy or move the folder or file.
10. Open the appropriate plan or the **Resource Documents** library.
11. Locate and select the library or folder where you want to copy or move the folder or file.
12. Click **Copy** or **Move**. The folder or file is copied or moved to the location specified in the right pane.
13. Click the "x" in the upper right corner of the window to close it.