

Create a New Folder

To create a new folder in the Documents Module, open the Documents Home Page from the Main Menu and navigate the repository to the location where you want to add an additional folder.

To create a nested subfolder within a folder, first open the parent folder. Then follow the steps to add a new folder below.

The screenshot shows the 'Documents' module interface. At the top right, there is a breadcrumb 'Documents > Home' and an 'INFO' button. Below this is a notification bar stating '5 documents require your attention. Review documents'. The main area features two buttons: '+ ADD DOCUMENT' and 'NEW FOLDER'. A search bar is also present. Below the buttons, a breadcrumb path reads 'Home > Policies :'. A table lists documents with columns for Title, Revision, Type, Revision date, Size, Owners, and Tags. The table contains five rows of document entries. At the bottom right, there are pagination controls: 'Rows per page: 100', '1-5 of 5', and navigation arrows.

<input type="checkbox"/>	Title	Revision	Type	Revision date	Size	Owners	Tags	★
<input type="checkbox"/>	Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac Code of Conduct	3	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac IT Acceptable Use Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac Workplace Safety	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮

Select the New Folder button beneath the Home Page header. This opens the New Folder Modal.

New Folder

Title

Tags

Set folder as public

CANCEL

CONFIRM

Input the title for the new folder.

Tags can be used to add additional restrictive/permissive filters.

If you would like the folder to be accessible to individuals that do not use KAStrack , select the “Set folder as public” checkbox. If the files in the folder are not for public consumption, leave the box blank.

Select Confirm and the new folder will be added to the Folder/File List on the Documents Home Page.

Revision #3

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