Folders

Folders can be added to a structure to group issues within your hierarchy.



Some common uses for folders include:

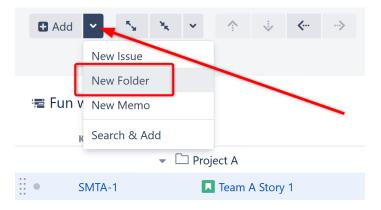
- · Organizing issues into specific categories
- Separating different projects or different parts of a project
- Creating different Automation rules for different parts of a structure (if a generator is placed beneath a folder, it will only affect items in that folder-see Generator Scope)
- · Placing a structure within a structure (it's not necessary to use folders, but we recommend it)

Group generators make their own folders to group items by a common attribute.

Adding Folders to a Structure

To add a folder to a structure:

- 1. Select the folder's location (the folder will be placed at the same level in the hierarchy, beneath the currently-selected item)
- 2. Open the Add drop-down menu
- 3. Select New Folder



Keyboard shortcut: Press **Enter** to open the Add New Item dialogue, and press **Alt+Up/Down** to select between Issue, Folder and Memo.

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Users must have Edit permissions or higher to add folders to a structure.