

# Folders

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

Fun with Folders

Basic view

Key	Summary	Σ Story Points	Σ Time Spent	Progress	TP	Assignee	Status	WSJF (Basic)
	Project A	46	2d					
STMA-1	Team A Story 1	15	1d			Anna M.	IN PROGRESS	317
STMA-36	Task					Unassigned	TO DO	800
STMA-2	Team A Story 2	12	6h			Anna M.	IN PROGRESS	309
STMA-3	Team A Story 3	19	2h			Anna M.	IN PROGRESS	286
	Project B	23	2h					
STMB-1	Team B Story 1	19	2h			Mary (Inactive)	TO DO	306
STMB-43	Bug 1		2h			Unassigned	DONE	
STMA-35	Bug 2					Unassigned	TO DO	800
STMB-2	Team B Story 2	4				Mary (Inactive)	IN PROGRESS	342

Some common uses for folders include:

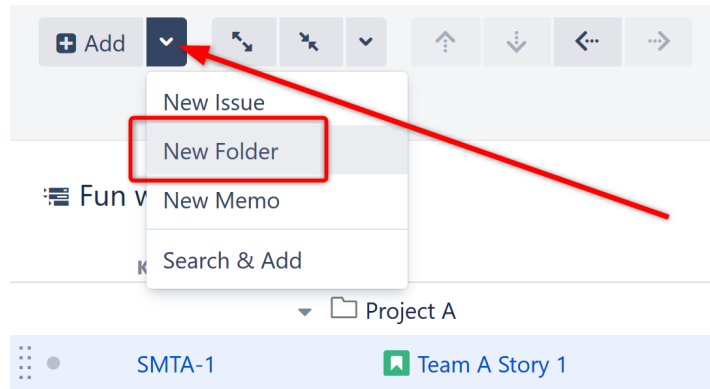
- Organizing issues into specific categories
- Separating different projects or different parts of a project
- Creating different Automation rules for different parts of a structure (if a generator is placed beneath a folder, it will only affect items in that folder - see Generator Scope)
- Placing a 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:

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

Users must have [Edit permissions](#) or higher to add folders to a structure.