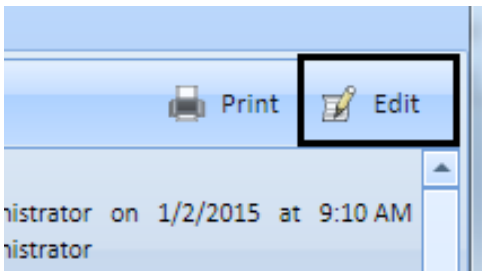


## Renaming Folders

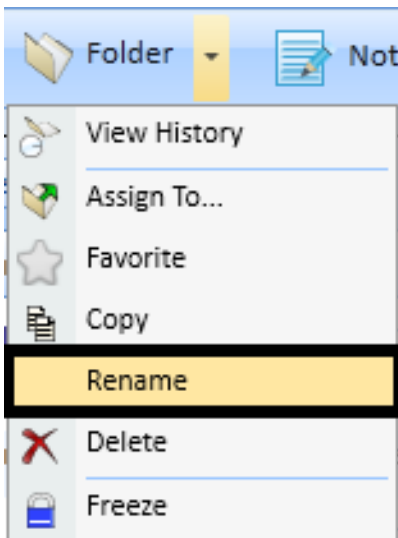
What's in a name? In GreenFolders, a folder's name is very important!

Folders can be found by searching for the folder name. Also, if GreenFolders is connected to a production system, the name is the magical key that shares the data with GreenFolders, eliminating double data entry! So what do you do when a folder needs to be renamed or if a folder is named incorrectly? Rename it!

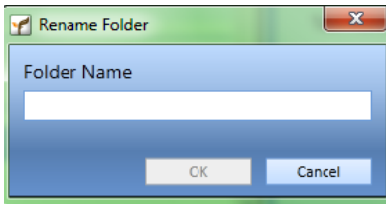
First, click "Edit".



Next, click on the pull down located to the right of the Folder tab and select the Rename\* option.



Then, enter the new Folder Name and click “OK”.



The folder is now renamed!

If your production system integrates with GreenFolders; data such as the Buyer/Seller Name, Property Address, etc. from the production system's file of the same name will appear automatically and will update and display in the Forms on the Folder Tab.

*\*If the Rename option is not displayed, you do not have privileges to rename a folder. You'll need to contact your GreenFolders Administrator to have Rename added to your Security Privileges.*

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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