# 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!
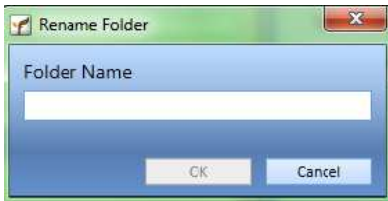First, click "Edit".
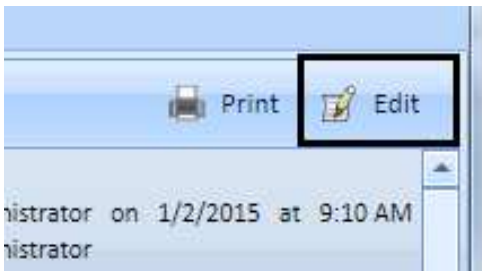
Next, click on the pull down located to the right of the Folder tab and select the Rename* option.

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.

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.