# Adding a Folder to the Documents Module

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<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to a **Folder Properties** page in a collaborative workspace.  
Click the **Workspaces** link. |
| 2.   | Click the **Search** button. |
| 3.   | Click an entry in the **Name** column.  
**Training Workspace** |
| 4.   | Click the **Documents** link. |
| 5.   | Click the **Add Folder** button.  
**Add Folder** |
| 6.   | Use the **Folder Properties** page to create new folders in the Documents module and to update properties for existing folders.  
In this example, you will add a folder to the Documents module in a collaborative workspace. |
| 7.   | Enter the desired information into the **Title** field. Enter a valid value e.g. "**Enterprise Portal**". |
| 8.   | The **Do Not Allow Deletes** field prevents the folder from being deleted from the Documents module.  
Click the **Do Not Allow Deletes** option.  
**Do Not Allow Deletes** |
| 9.   | Click the **Expand section** button. |
| 10.  | Click the **Approvals** list.  
**Requires Approval** |
Step | Action
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11. | The **Approvals** field determines the approval mode for the folder:  
• **Requires Approval.** All content in the folder must be approved.  
• **Auto-Approved Content.** The system automatically marks content as approved.  
• **Optional Approval.** As content is being created, content authors have the option to require approval or to have the content automatically approved.  

**Note.** This setting cannot be changed after content has been created. If you need to change the approval setting, you must delete the content and add it back in with the new approval setting.  

Click the **Auto-Approved** list item.  

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12. | Click the **Save** button.  

| Save |

13. | Click the **Return to Documents** link.  

14. | Use the **Documents** page to manage the contents of the current folder. You can add folders, add documents, view documents, browse the subfolder hierarchy, and view the properties associated with subfolders and documents.  

Notice that the folder you added appears in the Documents module hierarchy.  

15. | You have completed adding a folder to the Documents module of a collaborative workspace.  

**End of Procedure.**