



Documents: Moving Files and Folders

The clipboard can be used to move files or folders to a new location in the directory.

Users must have the '[move/delete](#)' [permission](#) to each file or folder for the option to move items to appear.

Moving folders/files from the admin side

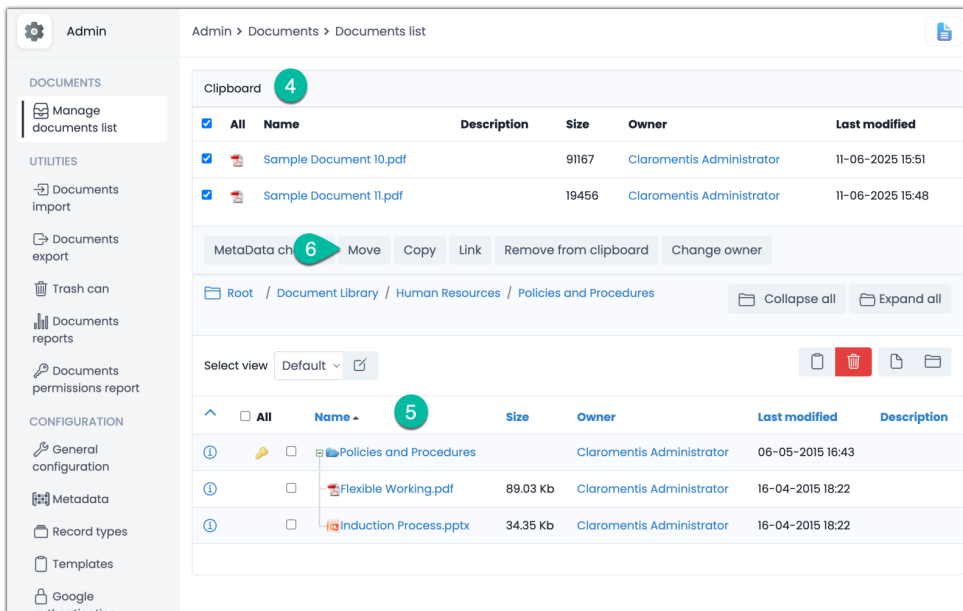
The admin side can be accessed by [application administrators](#) from Applications > Admin > Documents > Manage document list

1. Navigate to the level where the folders/files you wish to move are, or expand the directory using the cross icons until you can see them
2. Check the boxes to the left of each folder
3. Add your selections to the clipboard by clicking on the clipboard icon that now appears
4. Your selections will now appear at the top of the screen
5. Navigate to the new location you wish to move the folders to in your directory (You must be inside the folder you wish to move them to - in this example, we are in the 'Policies and Procedures' folder)
6. Click the 'move' button at the top of the screen, and a green confirmation message will display 'pasted' to show the change was successful

PLEASE NOTE - If you wish to move your selected folder(s) to the root, ensure you do not manually navigate to a location (ignore step 5) and instead are at the root level when you click 'move'; the folders will be sent to the root as no formal location has been specified.

The screenshot shows the 'Manage document list' interface in the Claromentis application. On the left is a sidebar with navigation options under 'DOCUMENTS' (Manage documents list), 'UTILITIES' (Documents import, Documents export, Trash can, Documents reports, Documents permissions report), and 'CONFIGURATION' (General configuration, Metadata). The main area shows a breadcrumb path: Root / Document Library / Demo User Documents. Below this is a table of documents. A green circle '1' highlights the breadcrumb path, and a green circle '2' highlights the checkbox for 'Sample Document 10.pdf'. A green circle '3' highlights the 'Add to clipboard' button. The table has columns for Name, Size, Owner, Last modified, and Description.

	Name	Size	Owner	Last modified	Description
1	Demo User Documents		Claromentis Administrator	11-06-2025 15:51	Demo users can upload documents within this folder
2	Sample Document 10.pdf	89.03 Kb	Claromentis Administrator	11-06-2025 15:51	
	Sample Document 11.pdf	19 Kb	Claromentis Administrator	11-06-2025 15:48	
	Sample Document 12.pdf	89.03 Kb	Claromentis Administrator	11-06-2025 11:57	Health & Safety brochure
	Sample Document 2.pdf	89.03 Kb	Claromentis Administrator	11-06-2025 15:48	



Moving folders/files from the front end

The front end can be opened Applications > Documents

1. Tick the boxes to the left of all the folders/files you wish to move.
2. Click on the 'Clipboard' icon.
3. The 'Clipboard' sub-menu will appear, select the 'Move' icon.
4. A pop-up will appear asking you to select the folder's new location, click 'Change location'. A new window will be opened showing the whole directory, highlight the new folder you want to move the content to and click 'Select' to proceed.
5. The pop-up has auto-filled with the new location selected in step 4. Click 'Submit' and a green "ok" will appear to confirm the folders have moved. Click 'Close' to close the pop-up.
6. Navigate to the location that was chosen, and the content will have been moved there successfully.

