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.
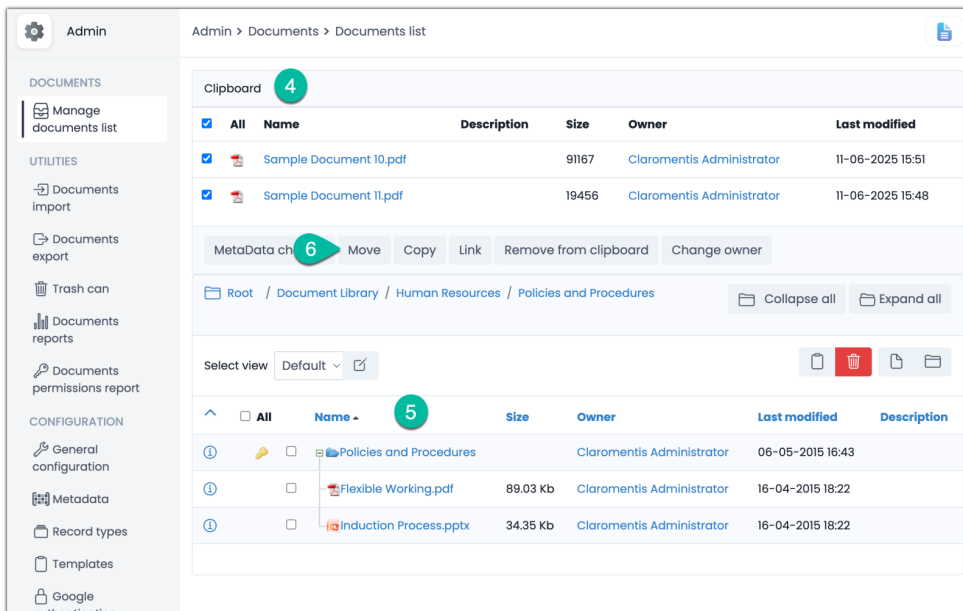
Moving folders/files from the admin side

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.

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.

Created on 12 June 2025 by Hannah Door

Tags: files, location, new, move, change, folder