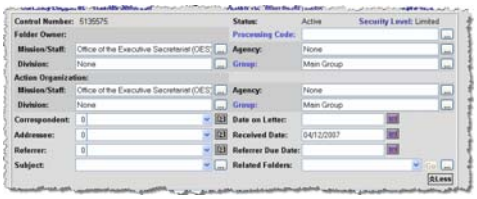
Create a Folder
The following steps allow you to add a folder to ECM.

Step	Action	Look For
1.	From the ECM main menu, select **Create Folder**.	
2.	On the Create Folder screen, select a group to be the Folder Owner.	
3.	From the **Module** drop-down, select a module.	
4.	Select **Create Folder**.	
5.	Complete as much of the folder information (metadata) as possible.	
6.	Select the **…** icon to enter a Processing Code for attaching a pre-existing workflow to the folder.	
7.	Enter a summary of the contents of the folder in the **Synopsis** text field.	
8.	Select **Save**.	