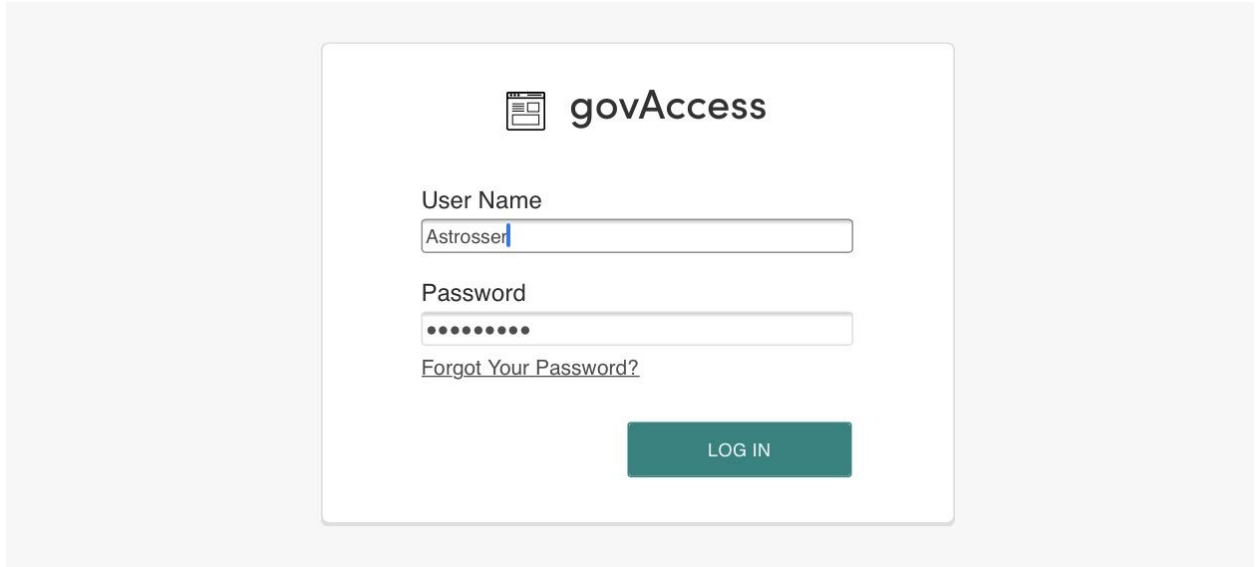


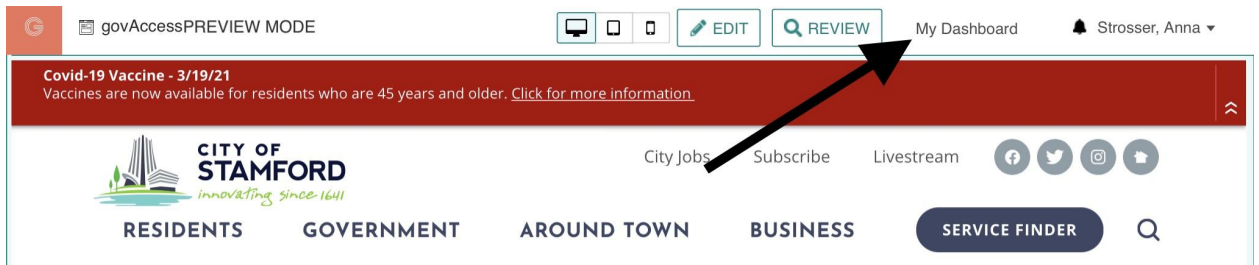
How to Move a Folder in Document Central on the City of Stamford Website.

Please use this guide to learn how to move a folder in document central on the city website.

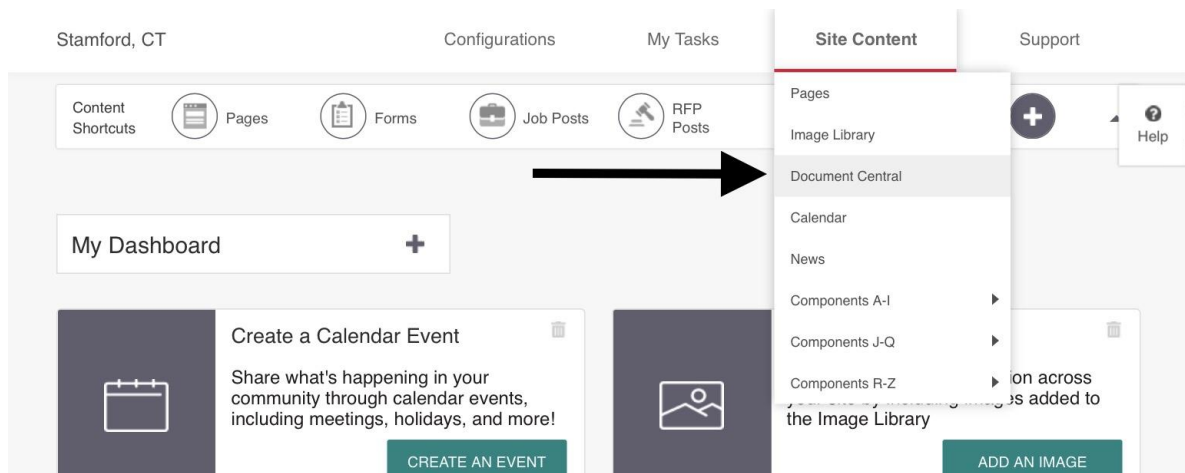
- 1) Log into the website.



- 2) Click "My Dashboard."



- 3) Highlight Site Content > Document Central



- 4) Find the desired folder and click “menu” OR click and drag the folder to the new location.

Manage Document Central

Search [] Current Folder: Document Central > Animal Control Center

Document Central

- Board Agendas and Minutes
- Administration
- Animal Control Center** menu
- Board of Ethics
- Board of Finance
- Building Department
- Cashiering and Permitting
- Community

Document Name	Size(KB)	Last Updated	By
Volunteer Program Description and Rules	233.50	02/16/2021 2:03 PM	Strosser, Anna

No More Documents

- 5) If you click “menu,” select the target location for the folder, then click the appropriate button.

Move Document Folder

Please select target location and click the appropriate button.

Current Location: > Document Central

Document Central

- Board Agendas and Minutes
- Administration
- Board of Ethics**
- Board of Finance
- Building Department
- Cashiering and Permitting
- Community Development
- Communications
- Controller
- Economic Development
- Engineering Department
- Environmental Protection Board
- Fire
- Grants
- Harbor Management
- Health
- Human Resources
- Land Use Bureau
- Mayor's Office
- Office of Policy & Management
- Operations
- Parking

CANCEL BELOW CURRENT ABOVE CURRENT UNDER CURRENT

6) If you click “Below Current,” the folder will appear below the selected folder.

The screenshot shows the 'Manage Document Central' interface. At the top, there is a search bar with a magnifying glass icon and a dropdown arrow, and the text 'Current Folder: Document Central'. Below the search bar is a list of folders under the heading 'Document Central'. The folders are: Board Agendas and Minutes, Administration, Board of Ethics, Animal Control Center, Board of Finance, Building Department, Cashiering and Permitting, and Community Development. A black arrow points to the 'Animal Control Center' folder, which is positioned below the 'Board of Ethics' folder. To the right of the folder list, there is a white box containing the text 'No results found.'

7) If you click “Above Current,” the folder will display above the selected folder.

The screenshot shows the 'Manage Document Central' interface. At the top, there is a search bar with a magnifying glass icon and a dropdown arrow, and the text 'Current Folder: Document Central'. Below the search bar is a list of folders under the heading 'Document Central'. The folders are: Board Agendas and Minutes, Administration, Animal Control Center, Board of Ethics, Board of Finance, Building Department, Cashiering and Permitting, and Community Development. A black arrow points to the 'Animal Control Center' folder, which is positioned above the 'Board of Ethics' folder. To the right of the folder list, there is a white box containing the text 'No results found.'

8) If you click “Under Current,” the folder will display as a sub folder to the selected folder.

The screenshot shows the 'Manage Document Central' interface. At the top, there is a search bar and the text 'Current Folder: Document Central'. Below this is a tree view of folders under 'Document Central'. The folders listed are: Board Agendas and Minutes, Administration, Board of Ethics, Advisory Opinions, Animal Control Center, Board of Finance, Building Department, Cashiering and Permitting, and Community Development. An arrow points to the 'Animal Control Center' folder. To the right of the tree view, a white box contains the text 'No results found.'

9) Move documents into the newly moved folder by clicking this icon and dragging the document to the moved folder.

The screenshot shows the 'Manage Document Central' interface with the current folder set to 'Document Central > Animal Control Center'. On the left, the folder tree is shown with 'Animal Control Center' selected. On the right, there is a table of documents. The table has columns for 'Document Name', 'Size(KB)', 'Last Updated', and 'By'. A 'DELETE' button and an 'ADD DOCUMENTS' button are located above the table. A plus icon in the table's left margin is highlighted by an arrow. Below the table, it says 'No More Documents'.

Document Name	Size(KB)	Last Updated	By
Volunteer Program Description and Rules	233.50	02/16/2021 2:03 PM	Strosser, Anna