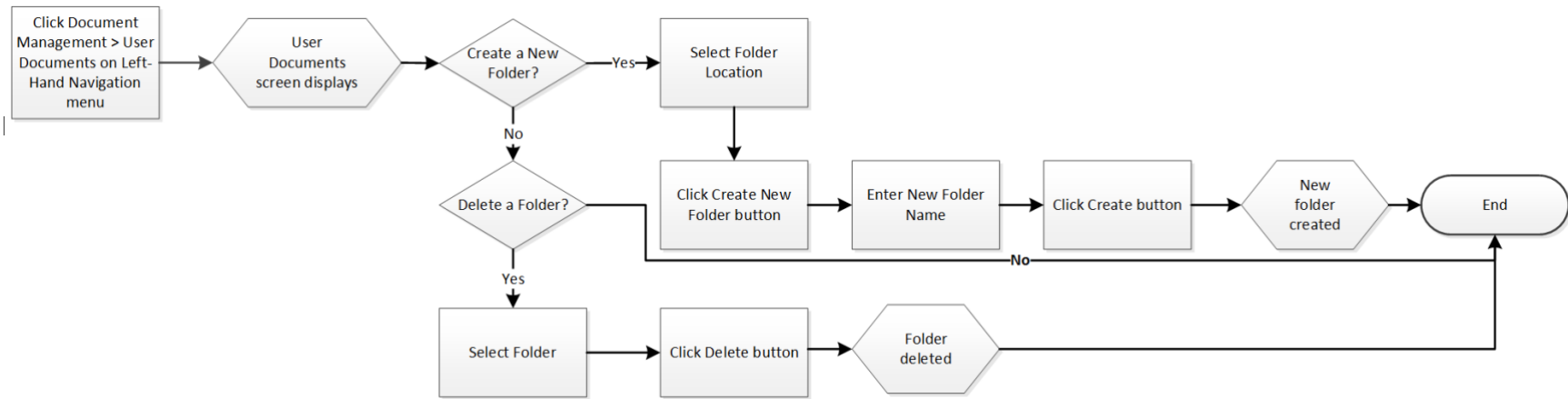


## Manage Document Folders – QRC IOM 105-2.2



### Points to Remember

- When creating a new folder, select the folder under which the new folder will be created. The folder's name should be bolded.