

## Modify the [No Folder] in Online Documents

By default each of your custom document types has a folder titled [No Folder]. While this folder does have a purpose, some of our users would prefer to remove or rename the folder. This document may refer to videos or handouts on related subjects. These can be found on our support page. The support page can be reached by clicking on the blue circle with the question mark (found at the top of the page) and selecting 'BoardBook Administration and Meeting Management Help'.

For more information about Online Documents see the Advanced Features section on our support page.

In this document we will cover the following subjects:

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### About the [No Folder]

The [No Folder] functions as a safety net when deleting folders within a document type. If a folder which is not empty is deleted, any files in that folder are moved to the [No Folder] associated to that document type.

Visibility of the [No Folder]: Note that when empty, the [No Folder] is only visible to users with either the Document Manager permission, or with management permissions for the specific document type. However, when the [No Folder] contains one or more files both the folder and any files are visible to any user, or the public if they have permission to see one or more of the files.

### What options are available

'No Folder' Display Name? You can change the name of the [No Folder]. Note that the renamed folder still performs the same function regarding saving files within deleted folders.

Hide the default 'No Folder'? This option causes the [No Folder] to only display if there are files within the folder. Note that the [No Folder] still performs the same function regarding saving files within deleted folders and will be visible anytime the folder contains one or more files.

### Making a change

Note: ***Changing system settings incorrectly can cause issues which may be very difficult to recover from, should you choose to revert them at some point in the future. It is best to use caution, and not to assume the function of unfamiliar settings based off of their names. Please only change or update settings as specifically***

***described in these instructions to ensure the best outcomes.*** Please remember that you always have the option to ask us to make the changes for you.

The user permission Settings Manager is required to make any changes in settings. To check for this permission, look at options in the gray menu bar, if you have settings listed you have this permission.

In the gray menu bar select 'Settings' and then 'Document Options'

Scroll down to the questions listed below to make any changes:

'No Folder' Display Name? Enter a new name for the [No Folder].

Hide the default 'No Folder'? Check the box to hide the folder.

Note that any changes to these settings will apply to all custom document types.

### **Requesting a change**

Instead of making the change yourself, you can contact our support team and ask us to make the change for you. Below is the information we will need:

Before requesting any change, please ensure you fully understand both the capability described and the options which are available.

Overall, what do you want to change? Please refer to the subject of this handout.

Provide your choices for each of the questions below:

'No Folder' Display Name? Enter a new name for the [No Folder].

Hide the default 'No Folder'? Check the box to hide the folder.