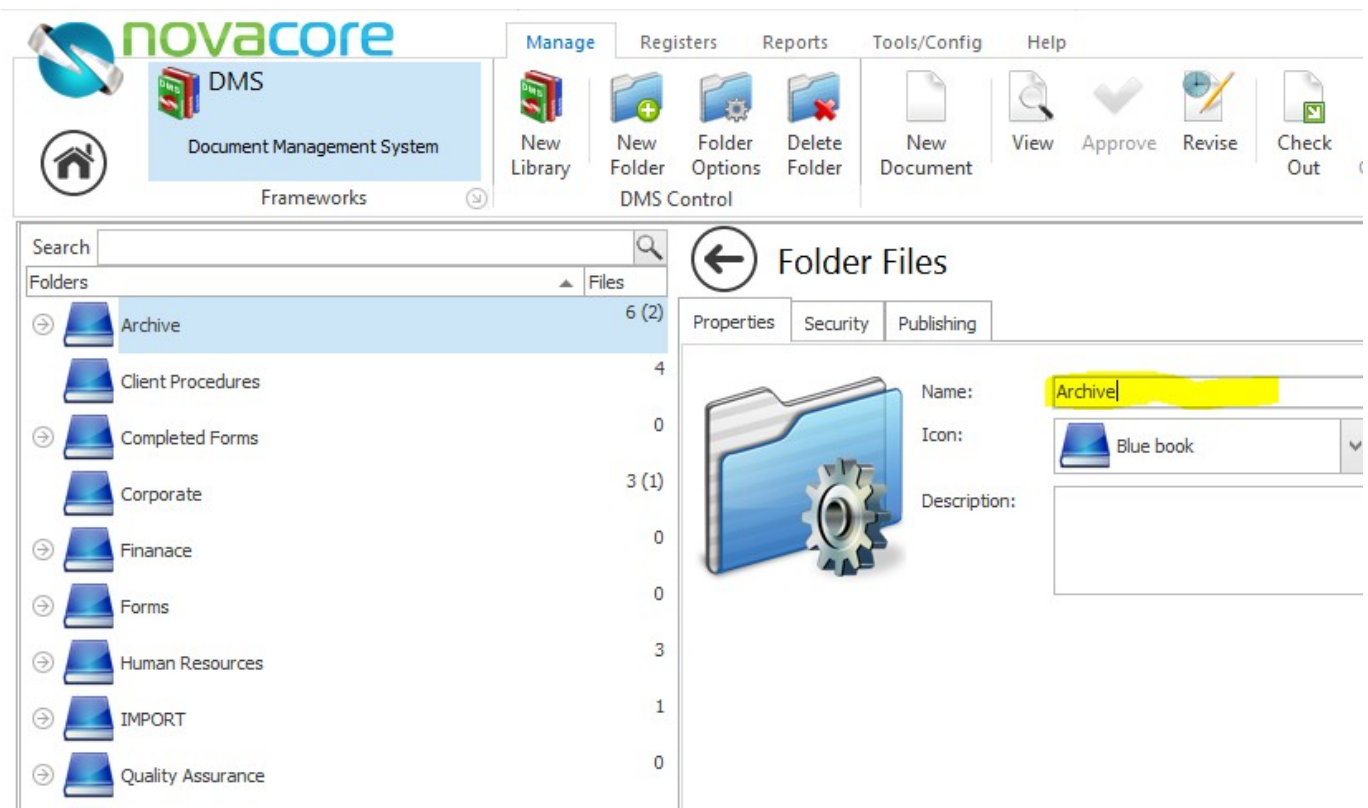


General

How to rename folders in the DMS

Right click on the folder that was created and choose "Folder Options". You will then see the Name of the folder at the top which you can then alter as per the screenshot below.



If you would like to rename an imported file, a single click on the name of the file should allow you to type the New name straight into the document name when listed in NovaCore. Note that this will only work if the document is not Approved or is past its revision date.

Unique solution ID: #1002

Author: NovaCore

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