How to Drag and Drop Documents Between Folders

Reader



TI version 10.8

APPLICABLE TO:

AdminManagerEditorEditorCollaborateeTMF

Only Admins or users (non-Readers) who are assigned the Document Manager action can perform this task. Because they are able to move Final documents too, carefully evaluate all information before committing to this change.

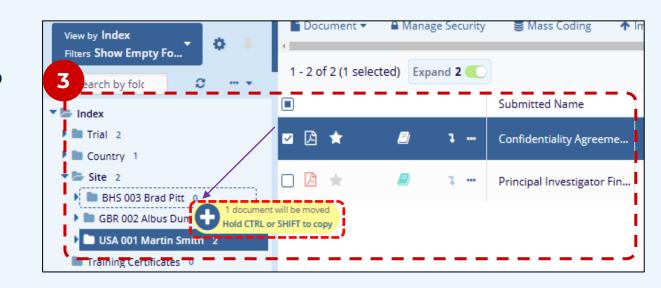
Locate the document(s) to be moved.



2 Check the box(es) next to the document(s) that you wish to move.



Drag the selected document(s) to the desired folder.
A message will be displayed, indicating that the document(s) will be moved.



Release the button while the pointer is on the target folder. The document(s) will immediately be moved there. A **notification** above the grid will confirm successful completion.



Note: **This action will not update document metadata**. Review the document metadata and make any necessary changes <u>after</u> moving documents. Final documents can only be changed with appropriate permissions (Document Manager or Administrator).