

# How to Add Folders in Analytics

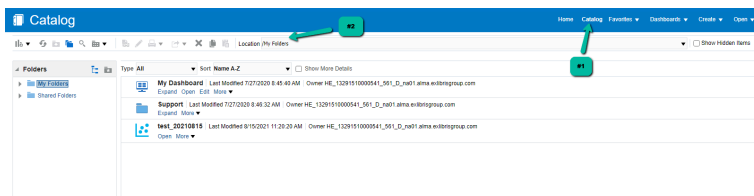
- **Product:** Alma

## Question

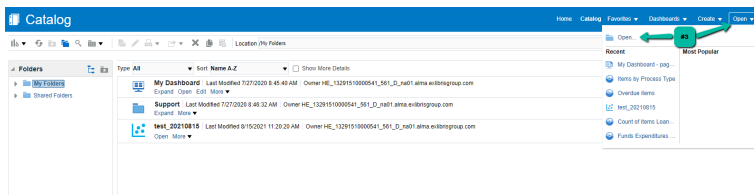
How do I create folders in Analytics?

## Answer

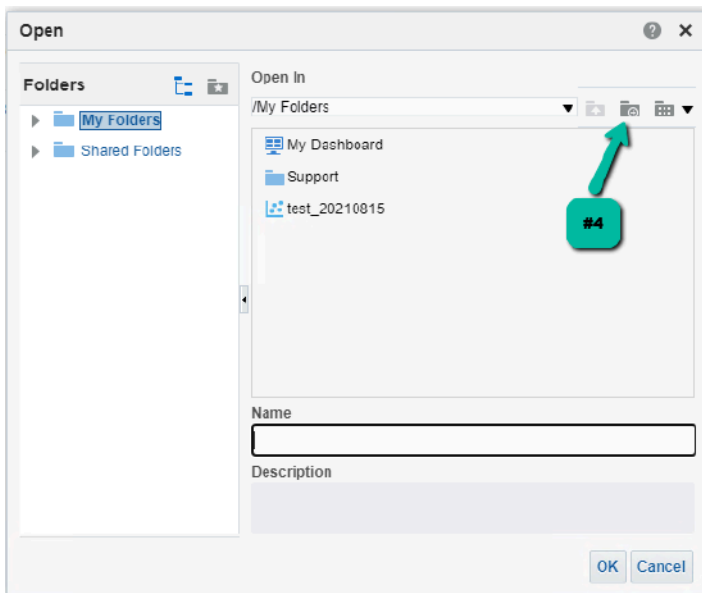
1. Go to Analytics and select Catalog in the top right menu bar
2. Select the “parent” folder - Make sure it appears in Location  
Example: My Folders selected - Location shows: Location: /My folder



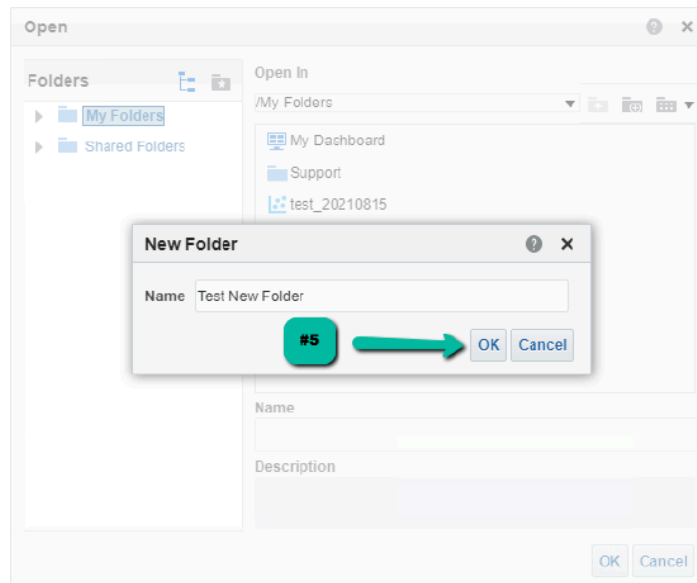
3. In the upper right, select the "Open" drop down menu > select 'Open' or the folder symbol



4. Select the Folder+ (New Folder) icon to the right of the "/My Folders" dropdown



5. Name the new folder and press OK to save.



To create a Shared folder, select "Shared folders" and select the appropriate sub folder before following steps 3-5. Verify that the "Location" field shows the desired location of the new folder.

## Additional Information

[Analytics Folders](#)

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- **Article last edited:** 05-Nov-2021