Organization Folders

Organization Folders (or "Org Folders") enable Org Owners and Admins to create folders and organize nests within these folders. These folder structures are then available for all Org members as well.

Org Folders vs. Org Management page

Org Folders are meant to provide easy management & structure to your members & admins of the nests your Org has access to; this is their only function, and they are accessed separately from other Org capabilities.

To manage any other aspect of your Org, use the Org Management page instead. This Org Management page includes a list of nests (with the additional capability to delete nests), as well as the ability to manage members/admins & templates.

Accessing Org Folders

For ease of creation and use, Org Folders are accessed from AutoLit Home. To access, click on "My Nests" in the middle of the page, and select the Org of interest:

Folder Creation

Right click on any nest. Click on "New Folder."
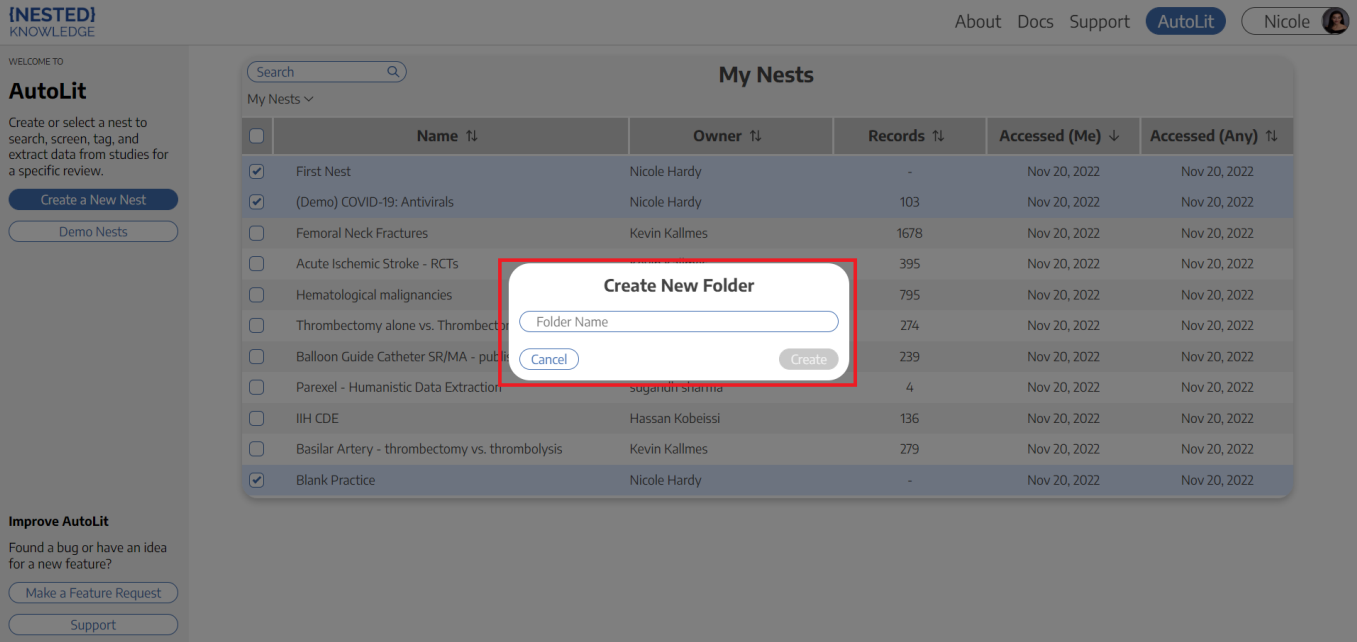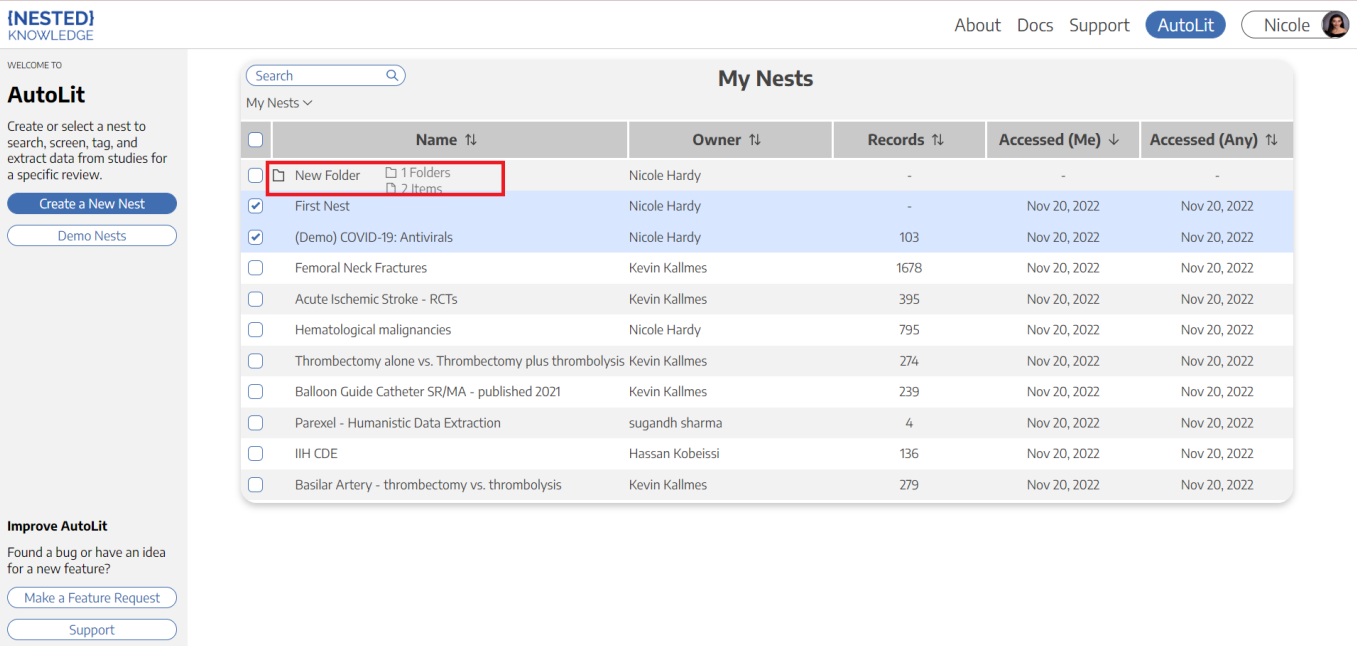
Assign Folder Name

In the prompt that follows, assign your folder an appropriate name.

Move Nests

Select the nests you want to move into the folder. Drag and drop them into the new folder.

Final Product

Your nests will be appear inside the folder. You can see the directory under the search bar. You can move nests back to the parent directory by dragging and dropping in a similar fashion.