# NGP VAN

## 🏠 › Folders ›

## ❓ What is it?

You can save both Lists and Searches to Folders to help you organize your documents.  You can create multiple folders based on districts, turfs, voting behavior, and other criteria.  You can share your folders with others in your organization and allow others to save their lists and searches into your folders.
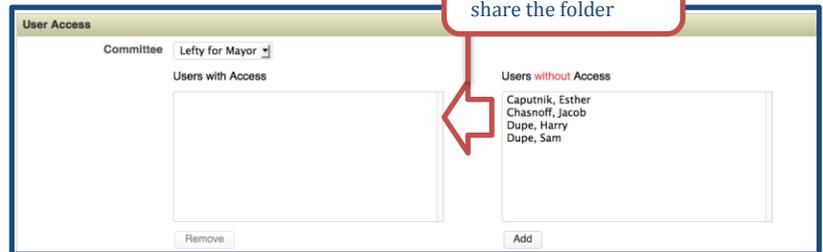
## 🕐 When to use it?

Use Folders when you want to save a List or Search for future use, or you want to share one or more Lists with other members of your organization.

## 💡 How to use it?

To create a new folder, click 'View My Folders' and a list of your existing folders will appear. To add a new folder, click 'Add New Folder,' type the name of your new folder, and indicate whether you want other users with whom you have shared your folders to be able to save Lists and Searches into it. With the proper security permissions, the next page allows you to determine who will have access to the folder.  Keep in mind that users will have access to all of the lists in the folder so if you want to share only a portion of the lists/searches resident in a folder, create a new folder for the purpose of sharing those lists. Your folder will now appear in your list of folders and in the list of any users with whom you shared the folder. To share an existing folder, click on the folder name and then click 'Edit Folder.' Note that you may also share folders with User Groups.

**📁 View My Folders**

Move users with whom you want to share the folder

**User Access**

Committee [ Lefty for Mayor ▾ ]

Users with Access

Users *without* Access

Caputnik, Esther
Chasnoff, Jacob
Dupe, Harry
Dupe, Sam

[ Remove ]    [ Add ]

## ✦ Expert Tips:

- You can create User Groups (e.g. staff or senior staff or New York staff) and then share designated folders with those User Groups. This allows you to share a folder with an entire segment of your team without having to share them one by one.
- You can give access to a folder to more than one user by holding down the control (PC) or command (Mac) key to select multiple users.
- Each list you save can appear in multiple folders. When you create and save a list, click 'Edit' next to the desired list from within a folder. The interface that appears allows you to designate the additional folders in which you want the list to appear.
- Clicking the 'Edit' link next to a Saved Search will also allow you to edit the current steps as well as add one or more steps to the search.
- Saved Lists to which you have access will show up on Create a List in the 'My Saved Lists' page section so that you can Add, Remove, or Narrow on your Saved Lists.

**Edit**
**Edit**