

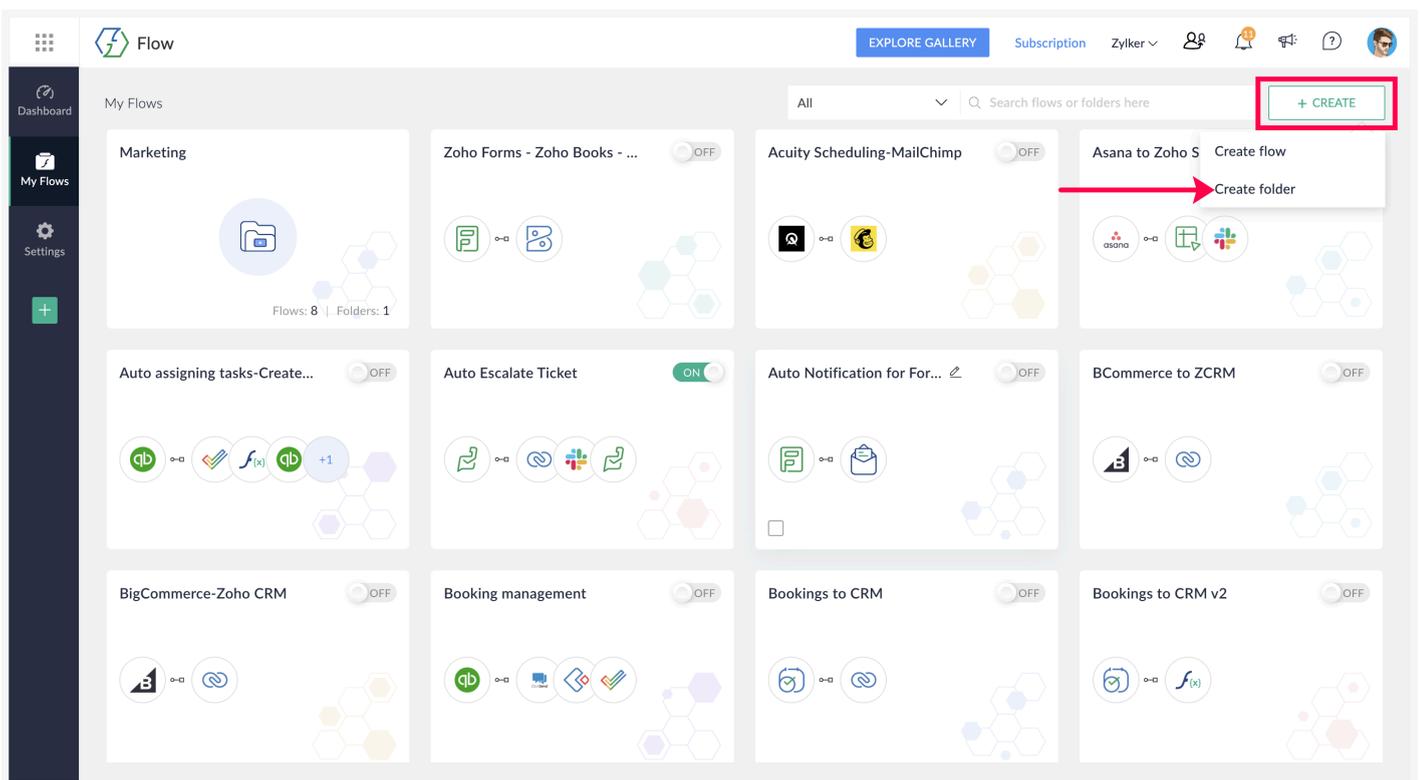
Organize flows better with folders

If you have tens or hundreds of flows, it becomes difficult to manage them all from the *My Flows* page. With folders, you can keep them organized.

Create new folders

To create a new folder:

1. Click the **+Create** button at the top-right of the *My Flows* page.
2. In the dropdown that appears, click **Create Folder**.



3. Provide a name for your folder, then click **Create**.
4. Once you're inside a folder, you can create a new flow or a folder by clicking the **+Create** button at the top-right.

Note:

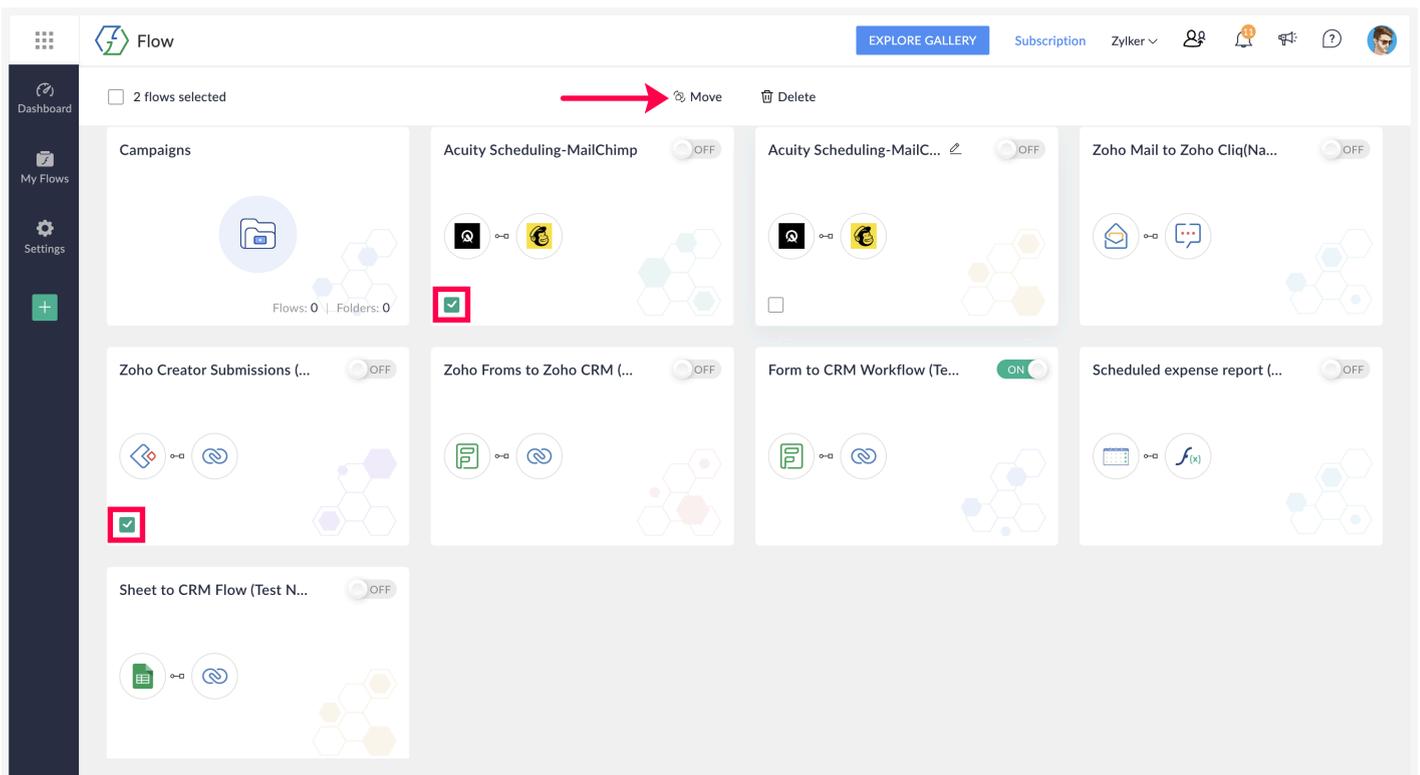
- If you create a folder from the *My Flows* page, it will be a parent folder. You can create subfolders inside a folder by accessing it and creating a new folder.
- You can create any number of subfolders inside a parent folder.

Move items to folders

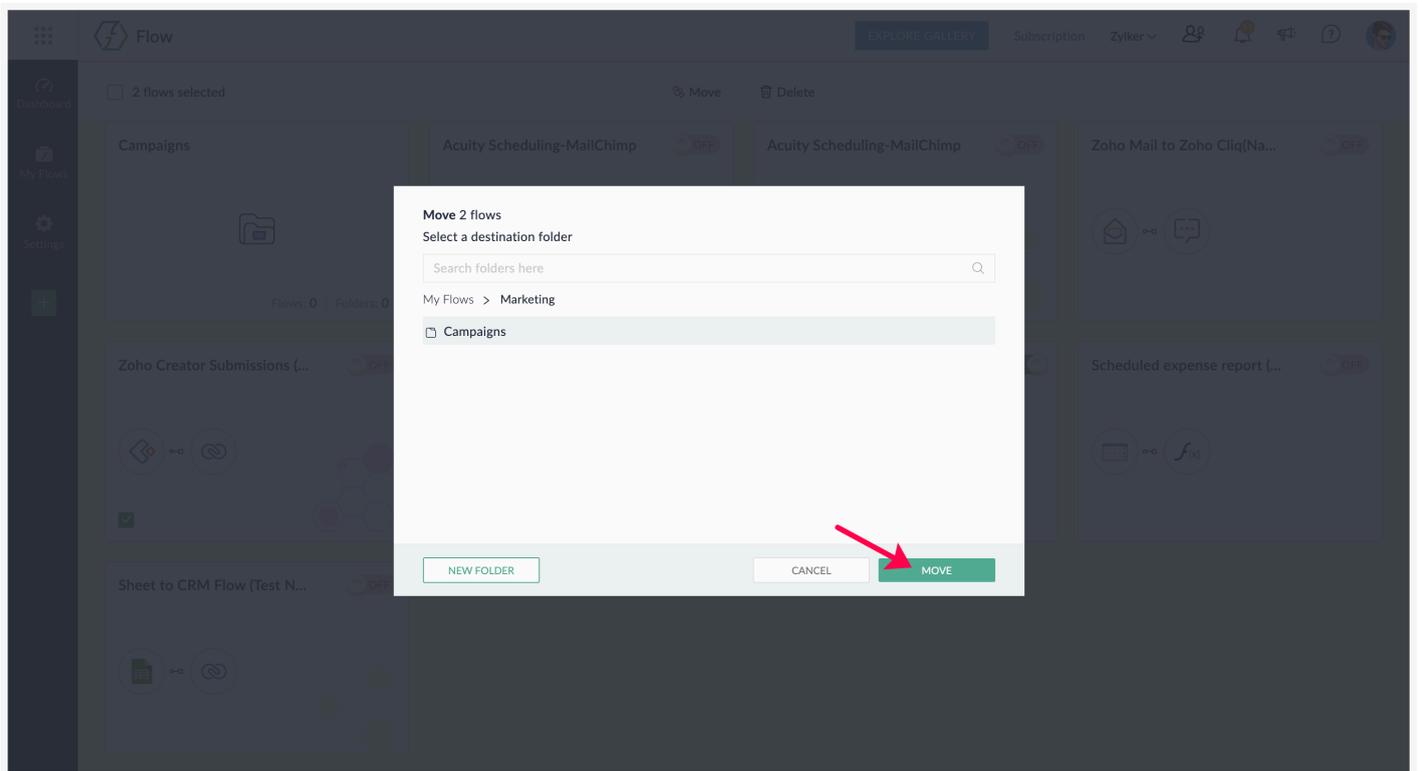
You can move flows, folders, or a mix of flows and folders to a folder.

To move items to a folder:

1. Navigate to *My Flows* (or the folder from which you want to move its contents).
2. Hover over one of the required flows or folders for a checkbox to appear on it, and check the box.
3. Make the selection for as many flows and folders you want to move.



4. In the dialog box that appears, select the destination folder from the folder tree. You can also create a new folder by clicking the **New Folder** button.
5. Click **Move**.



Manage folders

Rename folders

You can rename a folder the same way you rename a flow. Hover over the required folder, then click the edit button next to its name.

Delete flows and folders

To delete flows and folders:

1. Navigate to *My Flows* (or the folder from which you want to move its contents).
2. Hover over one of the required flows or folders for a checkbox to appear on it, and check the box.
3. On the top toolbar, click **Delete**.
4. Confirm deletion of the items by clicking **Delete**.

Note:

- Deleting folders are permanent.
- Deleted flows can be restored up to 90 days after the date of deletion. [Learn more](#)
- You cannot delete a folder that contains a live flow or that has a subfolder that contains a live flow. Switch off the live flows before deleting a folder.