How-To Organise a Folder/Tree Structure on the left-hand side Menu

Chris Holt - 2020-11-16 - How-To

Depending on your permissions, you can reorder the folder/tree structure on the left-hand side including all individual contents.

To change the Workspace Home left-hand side menu/folders/items:

1. Open your Workspace.
2. Select **"Modify Folder Properties & Permissions"** from the **"Actions"** menu at the bottom of the page.
3. Expand the **"Display & Sorting"** section.
4. Under "**Sort Order**" select how you want to order the contents/folders and then choose **"Ascending"** or **"Descending."**
5. Alternatively, you can select **"Manual Ordering"** to drag and drop the content/folders into any order that you wish.
6. Click **"Save."**
7. If you selected "**Manual Ordering**" now scroll to the bottom & under "**Actions**" menu click "**Reorder the Folder Contents**".
8. Click "Reorder the folder contents" and drag and drop your contents/items as required and then click "**Save**."

   Kahootz Tip: If you would like to reorder folders within a folder, please open that specific folder first and then follow the instructions above.

Related Content

- Folders (Display & Sorting + Permissions)