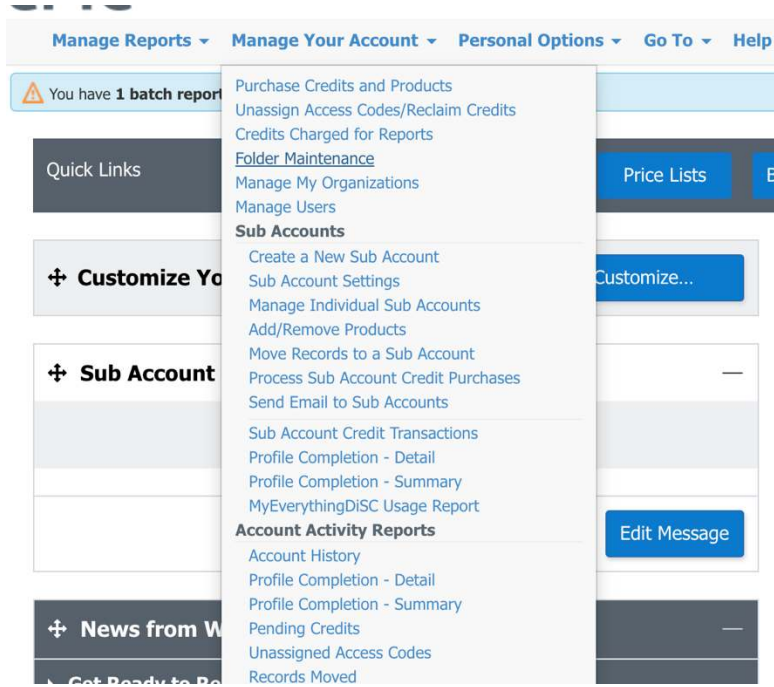


# Redoing and Changing Folders in EPIC

1. Once in EPIC, use the “Manage Your Account” menu and select “Folder Maintenance.”

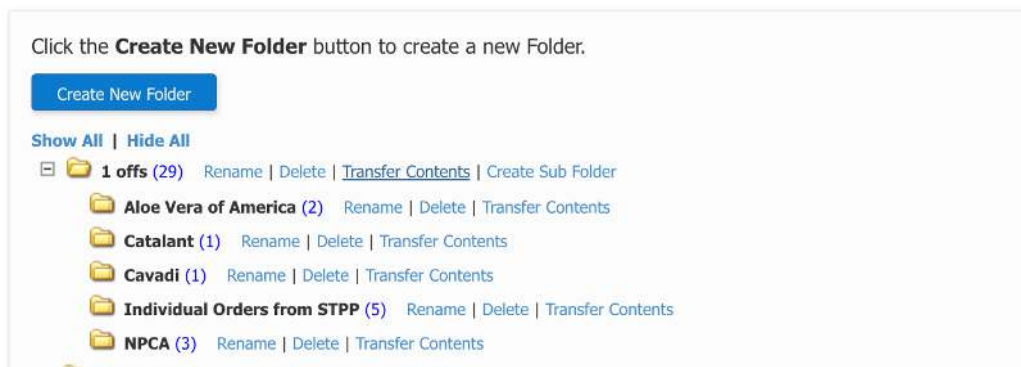


2. This should bring up a list of all folders and subfolders you have in the account (sub folders will show up when you expand the folder they live in).
3. Select the folder where you want to move contents from and click “Transfer Contents” on the right hand side of that folder name.

## Manage Your Account

Folder Maintenance

Folder Options 



- This will bring up a list of all of the assessments available in that folder.
- Unclick the box next to any of the assessments that you do not want to transfer into the new folder.

Manage Your Account  
Transfer Folder Contents

Transfer Folder Contents ?

Select the report(s) you would like to transfer from the **Reports to be Moved** column. Then select a Folder or Sub Folder from the **Destination Folder/Sub Folder** column. Click the **Transfer Reports** button to complete the process.

Reports to be Moved	Destination Folder/Sub Folder
<a href="#">Check All</a>   <a href="#">Uncheck All</a> <input type="checkbox"/> 1 offs (29)	<a href="#">Show All</a>   <a href="#">Hide All</a> <input type="checkbox"/> 1 offs (29)
<input checked="" type="checkbox"/> <b>Bruce Marx</b> Everything DiSC Workplace Profile (English)	<input type="radio"/> AAWA (0)
<input checked="" type="checkbox"/> <b>Candace Goehring</b> Everything DiSC Workplace Profile (English)	<input type="radio"/> ACPE (4)
<input checked="" type="checkbox"/> <b>Carol Hung</b> Everything DiSC Workplace Profile (English)	<input type="radio"/> Agile EQ - Oct 2019 (2)
<input checked="" type="checkbox"/> <b>Christina Alletto</b> Everything DiSC Workplace Profile (English)	<input type="radio"/> Agile EQ Webinars (May & June 2020) (0)
	<input type="radio"/> Amazon (0)
	<input type="radio"/> Amy Leneker (1)
	<input type="radio"/> Animal Welfare Industrv (1)

- Once only the ones you want to move are selected, click on the sub folder (or general folder if not using sub folders) you want to move them to.

- Scroll to the bottom and click "Transfer Reports."

The screenshot shows a list of destination folders with radio buttons for selection:

- WA Ecology (3)
- WA HCA (1)
- WA LCB (10)
- WA LNI (10)
- WA SAO (2)
- WA State Patrol (5)
- Washington State (0)
- Watkins Wellness (1)

At the bottom of the interface, there are two buttons: "Transfer Reports" and "<< Back".