Move a Secret from One Folder to Another:

In secret server, you can move a secret from one folder to another.

1. Click on the secret that you would like to move.

Barry University	Secrets > Personal Folders > Vazqu			
Dashboard	Folders All Secrets ~ Ouick Access	Folder 1	All Templates 🗸 🔓	
Ĵ Inbox JI Reports	 ☆ Favorites ③ Recent 	1 item 目 Grid View ✓ 1⊾ Name ✓	SECRET TEMPLATE	FOLD ACTIVE
Administration X	Most Used Secrets Shared With Me All Endrers	> C & <u>[SecretNote</u>	··· Notes	Folder 1 Yes

2. On the next screen that appears, under the **Advanced Information** section, go to Folder. To the right of folder, click Edit.

SecretNote 🜣 🖻		More ~
General Security Au	dit Sharing Settings Metadata	
Basic Information Contains general information, i information. Depending on per	such as the secret's template type, the domain, the username and password, and other basic missions, you may not be able to see or edit these fields.	Edit All
Secret Name SecretNote		60
Secret Template	Notes	0
Advanced Informa Jaries with the system environ nformation.	tion ment and the secret template. Examples include secret policies, parent folders, and network	
Folder	lder Folder 1	
Secret Policy	Inherits from Folder	Edit
Site	Default	

3. The edit filed box will appear. Next to the folder, click on the "X" icon to remove the folder.

Edit Field	
Folder The folder in which a Secret resides.	
Folder 1 🛞 🔓	

- 4. The **No Folder Selected** link will now appear in its place; click on it.
- 5. In the Select Folder screen, will can select the folder that you would like the secret to be relocated and moved to.

Select Folder	Q
∽ ☐ Personal Folders	
 D Vazquez, Hector 	
🗅 Folder 1	
D Folder 2	
Division - Strategic Initiatives and Digital Strategies	

6. Click Save.

Edit Field	
Folder The folder in which a Secret resides.	
Folder 2 🛞	
	Cancel Save

7. Go to your folders on the left, click on the folder you just moved your secret into to verify the secret was relocated successfully.

Folders	Ð	Folder 2 …	
All Secrets			
 Quick Access 		Q Current F	Folder 🗸 🛛 All Templates 🗸 🟠
✿ Favorites	1	litem 目 Grid View ∽ ੀ≞ Name ∽	
(S) Recent		□ NAME	SECRET TEMPLATE
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Shared With Me		> 🗋 🏠 SecretNote	Notes
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