How Do I…?

CREATE FOLDERS (AND SUBFOLDERS) FOR ARTIFACT FILES

1. From the main ‘MY PASS-PORT’ screen, click the gray ‘ARTIFACTS’ tab at the top of the screen.

2. On the ‘ARTIFACTS’ screen, click the blue ‘Files’ link or the blue ‘???’ button from the menu.
3. On the ‘Files’ screen, click the ‘Add Folder’ link in the blue title bar.

4. Enter the folder name and click the ‘Create Folder’ button.
5. Return to the ‘Files’ screen. To add a subfolder, click the ‘Create Subfolder’ link and repeat step 4, as needed.