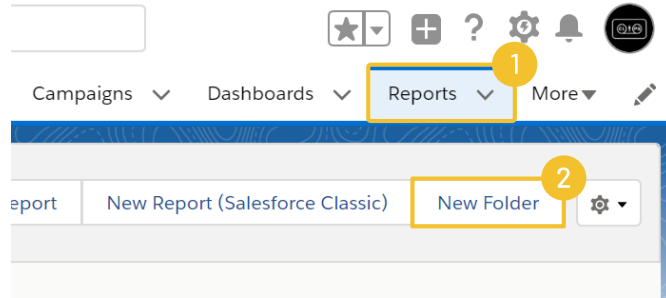# Create Report Folders in Salesforce

Learn how to create sub folders in Salesforce to organise your reports

Create top level folder ⟩○

1. Select the **Reports** tab

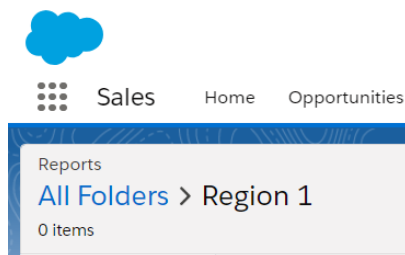2. Click **New Folder** from the top right

3. Complete the following fields:
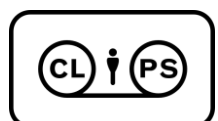   - Folder Label
    - Folder Unique Name

> **NOTE:** The **Folder Unique Name** will auto populate when the field is selected
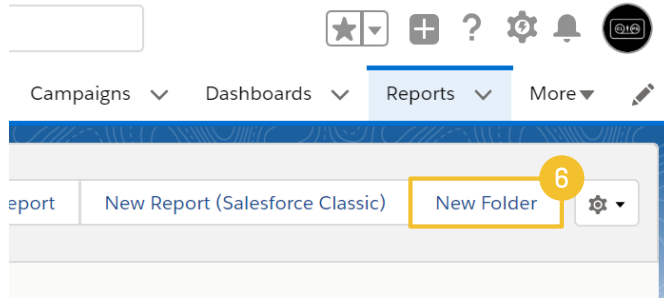
4. Click **Save**

5. The folder has been created

Create sub folder
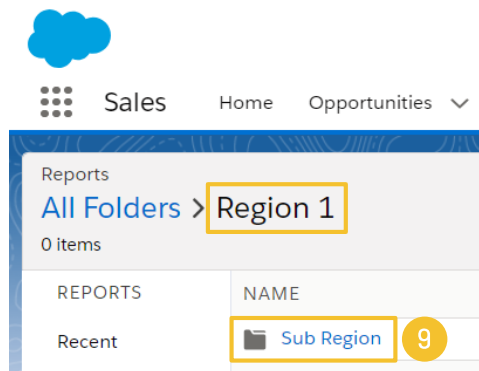
6. From the new folder, click **New Folder**

7. Complete the following fields:
   - Folder Label
   - Folder Unique Name

8. Click **Save**

9. The sub folder has been created within the top level folder

End of **Create Report Folders in Salesforce**