

Move

Documents can be moved to any group within the document repository node if you have the appropriate ownership and permission. You can use cut and paste to move a group or document collection. Use the move action to move an individual document or a web/ network path reference.

To move an object

1. Open RiskVision Incident Manager.
2. Go to **Content > Document Repository**.
3. Select the group or document collection in the **Document Repository** tree.
4. Click **Actions > Cut**
5. Select the new location, then click **Actions > Paste**.

To move a document or web reference:

1. Open a document collection.
2. Select a document or web reference.
3. Click **More Actions > Move to**.
4. Select the document collection the item will be moved to.
5. Click **OK**.