

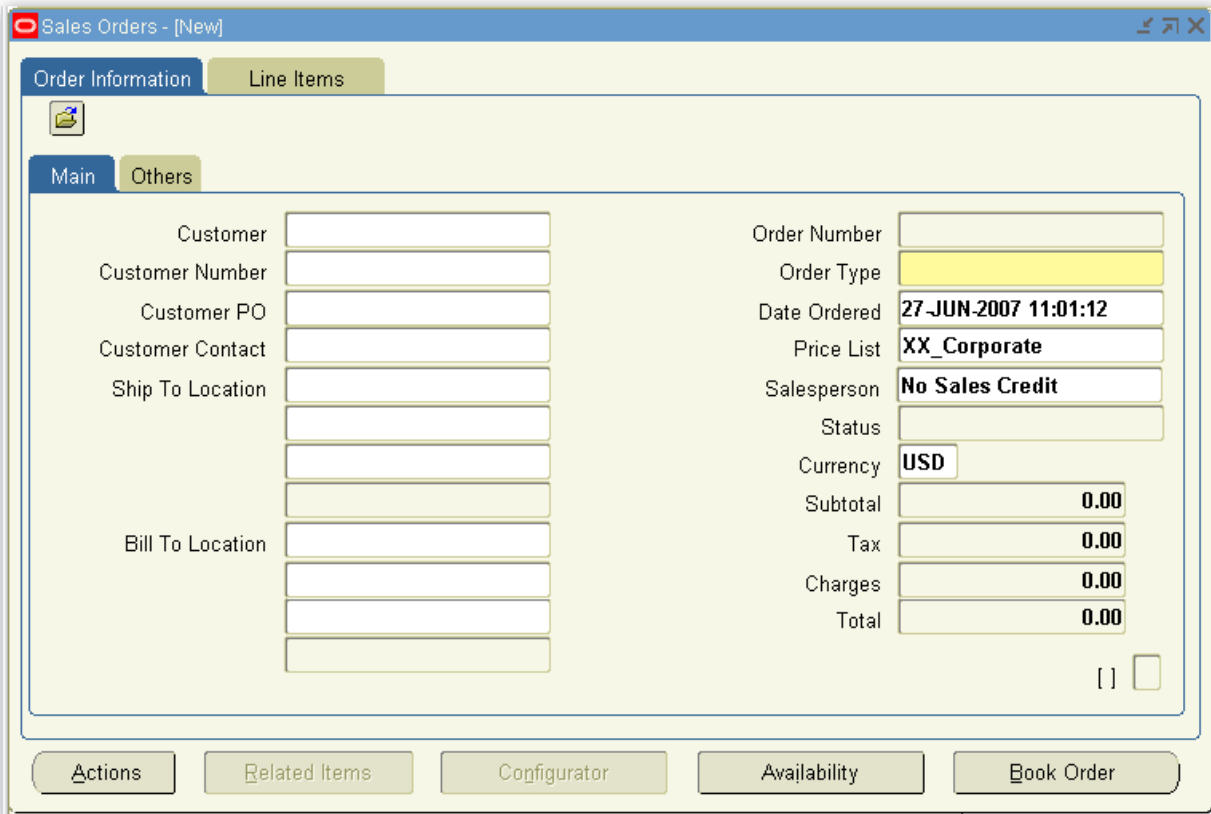
## Step by step Guide to assigning Default Folders to Users or Responsibilities

This is a good way to modify the forms without customizing them is by using folder management. But problem is this folder management in oracle is poorly documented. As result, only few users actually understand and use them.

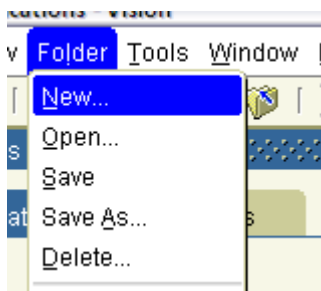
This document will help you in playing with Folders.

### 1. Create a new folder

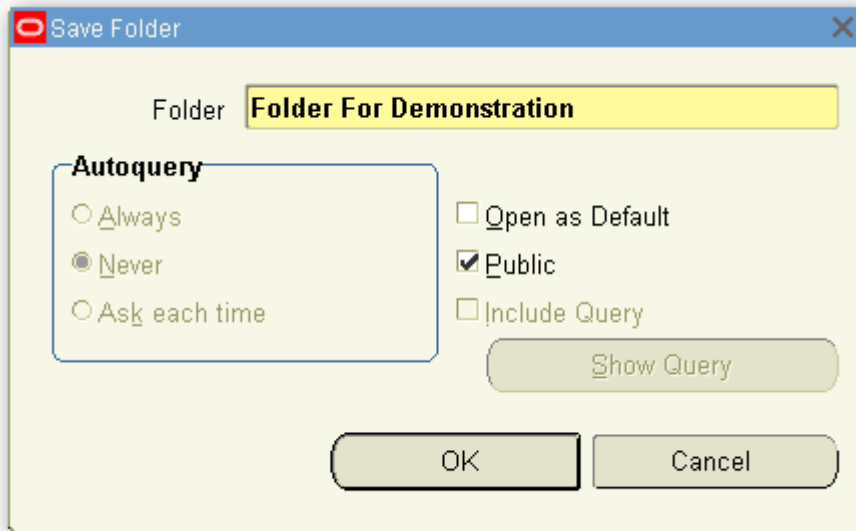
- I. Sign on to the application using your Order Management Super user.
- II. Navigate to Order Returns → Sale Orders.



- III. Select the New from folder menu as shown in picture.



- IV. Enter Information as shown in picture below and Press OK.

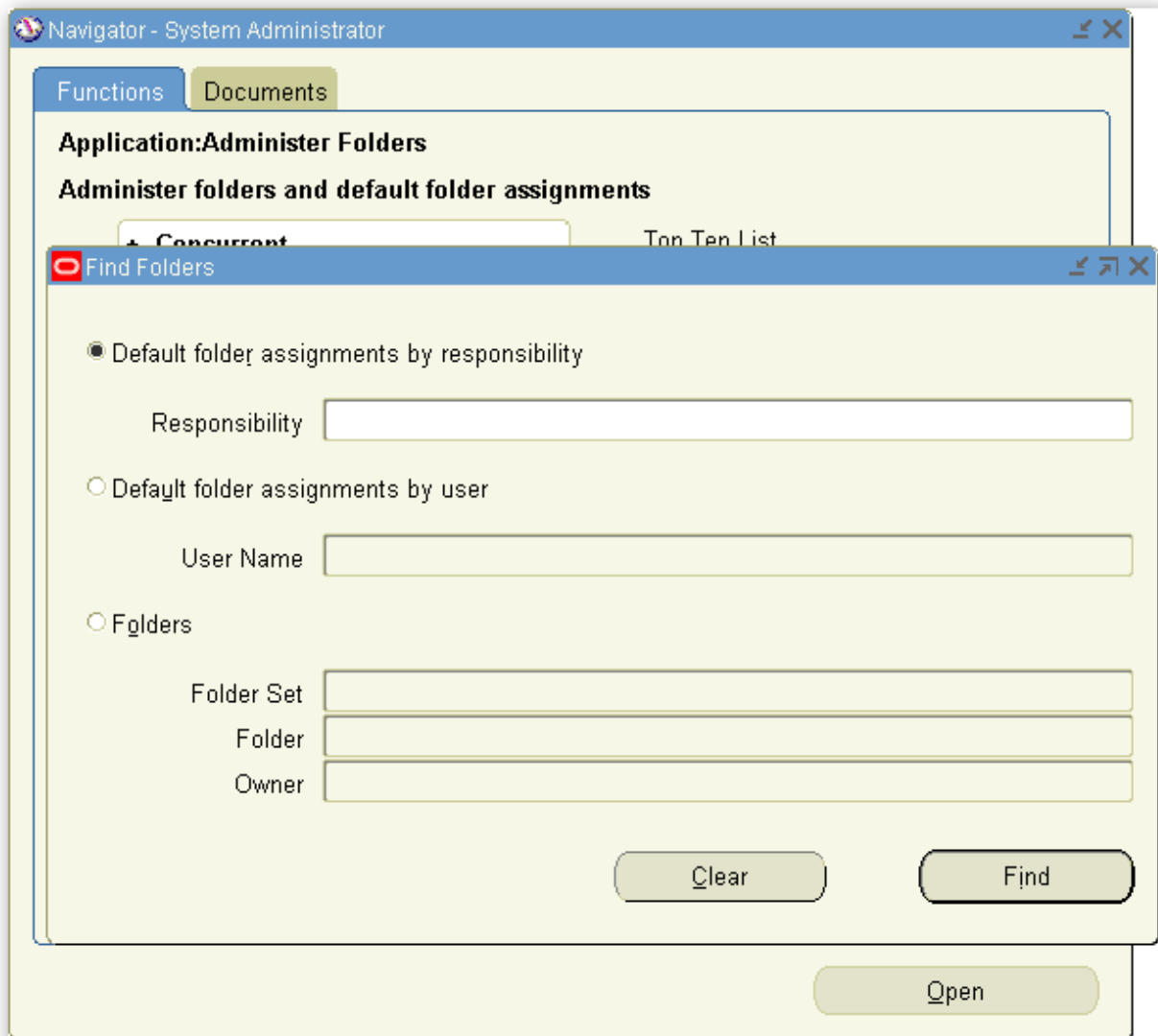


Note: - Save the folder as **public** and **open as Default**.

## 2. Assign the folder as a default to your users

Folders can be assigned to users as well as responsibilities but here I took example of folder assignment to user. We can only assign default folders to other users and to responsibilities if the folder that you created is set to public. Default folder assignments at System Administrator level can be over ride by a default folder created at user level.

- I. Sign on to the application using your System Administrator Responsibility. Navigate to Application → Administer Folders.



- II. Enable Default Folder Assignments By User, input user name there and press Find

Find Folders

Default folder assignments by responsibility

Responsibility

Default folder assignments by user

User Name

Folders

Folder Set

Folder

Owner

III. After query this Apply "Folder For Demonstration" folder Which we have created above

Default Folders by User

**Users**

User Name

AHMADBILAL

**Folder Assignments**

Folder Set	Folder	Language	Source Type	Responsibility	Behavior Mode
<input checked="" type="checkbox"/>	OE_ORDERS	Folder For Demonstra	American Englis	User	Restrict fields and folder functions
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
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<input type="checkbox"/>					
<input type="checkbox"/>					
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Default folder assignments at System Administrator level can be overruled by a default folder created at user level.

Now when ever I logon by user ahmadbilal and open order entry form it should be by default in Folder I have assigned