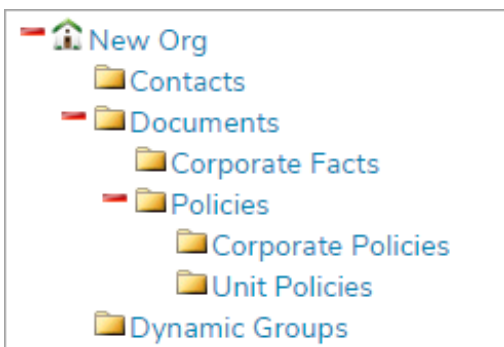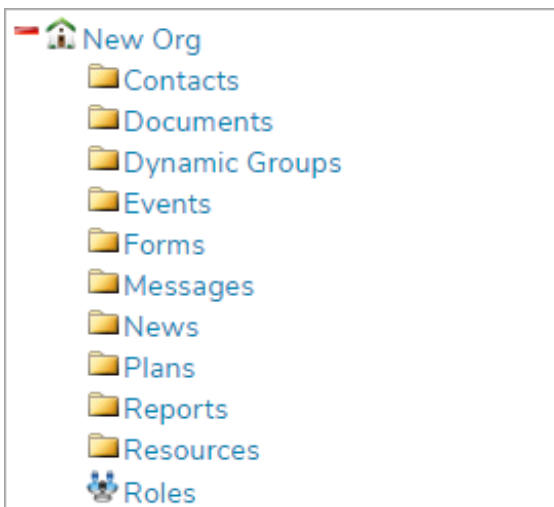# Folder Structure

In addition to the hierarchy of the organizational units, you may define a folder structure within each organizational unit and the respective data store component. The following items allow folders:

- Contacts

- Documents

- Dynamic Groups

- Events

- Forms

- Messages

- News

- Plans

- Reports

- Resources

The folder structure provides a framework for storing data or items within the application. There are no limits to the number of folders or levels of folders.

Tips

- You may define folder structures unique to each organizational unit.

- You may assign permission to folder structures.

- Each component within a work area allows for folders.

- There are no limits on the number of folders or levels.

- For contacts, folders may serve as groups for message distribution.

- A record may be shared in more than one folder.

- Consult your Implementation Manager for assistance.

For instructions on how to create folders, please see the **Administration and Managing Organizational Structure** section of the help.