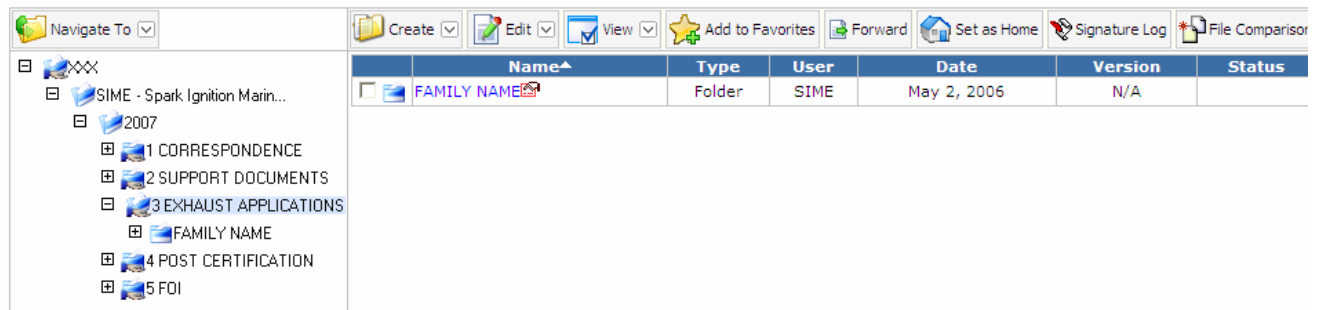


3. How to create a new Engine Family (Evaporative Family or Test Group) folder?

This example will show you how to create a new Engine Family (Evaporative Family or Test Group) folder in your DMS manufacturer directory.

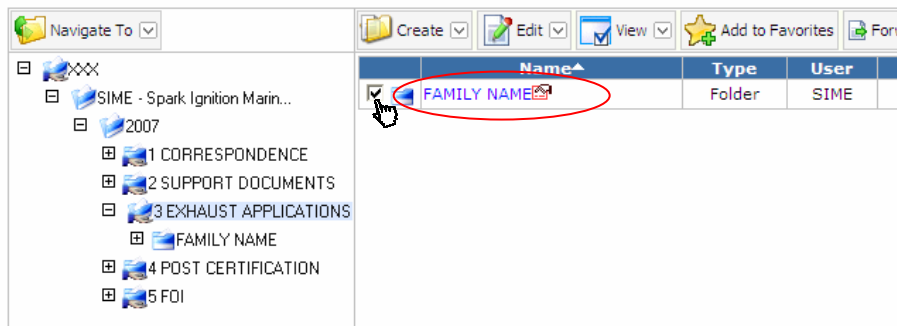
- First navigate to the location where you want to create a new folder. In this example, we navigate to “**FAMILY NAME**” folder under the 3 EXHAUST APPLICATIONS.

File Management > File Browser

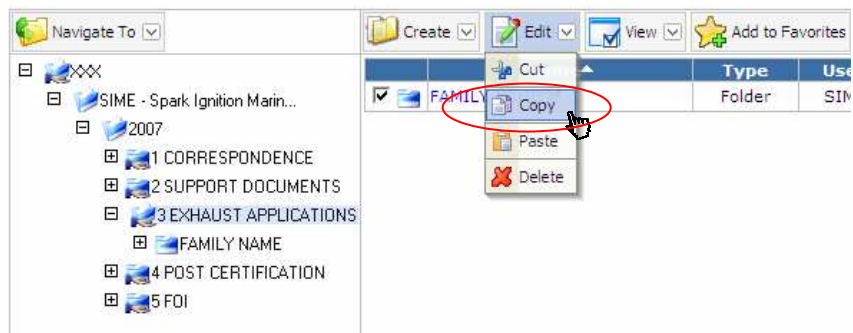


Note: Please make sure you have navigated to the desired location since the new folder that you plan to create will be pasted to the same location where you navigated to.

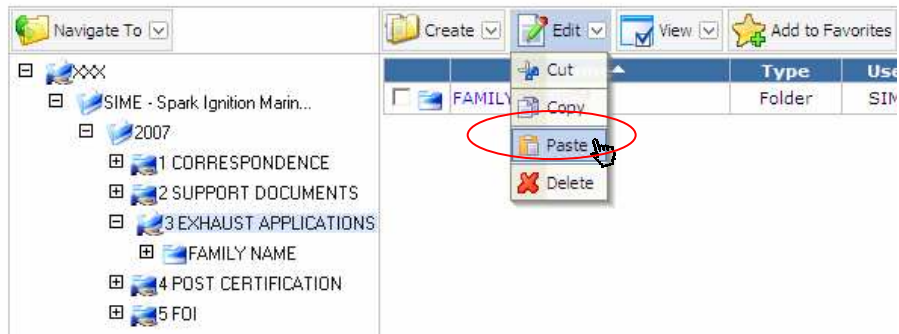
- Click the check box next to the “**FAMILY NAME**” folder to select the folder that you want to make a copy.



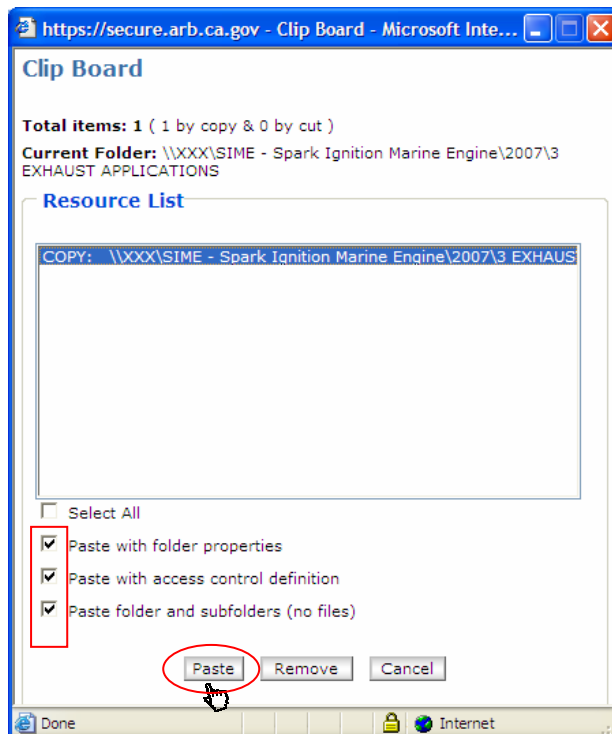
- Click “**Edit**” menu in the embedded toolbar and select “**Copy**” to copy the selected folder to the Clipboard.



- To paste the folder, click **“Edit”** menu again and this time select **“Paste”** to open the **“Clipboard”** dialog box.




- In the **“Clip Board”** dialog box, click the item from the Resource List to select the item that you want to paste. Once you click, you will see the selected item has been highlighted. Click the check boxes as indicated below to select the following options:
 - Paste with folder properties
 - Paste with access control definition
 - Paste folder and subfolders (no files)



- Finally, click **“Paste”** button to paste the new folder to the same location of **“FAMILY NAME”** folder.

Note:

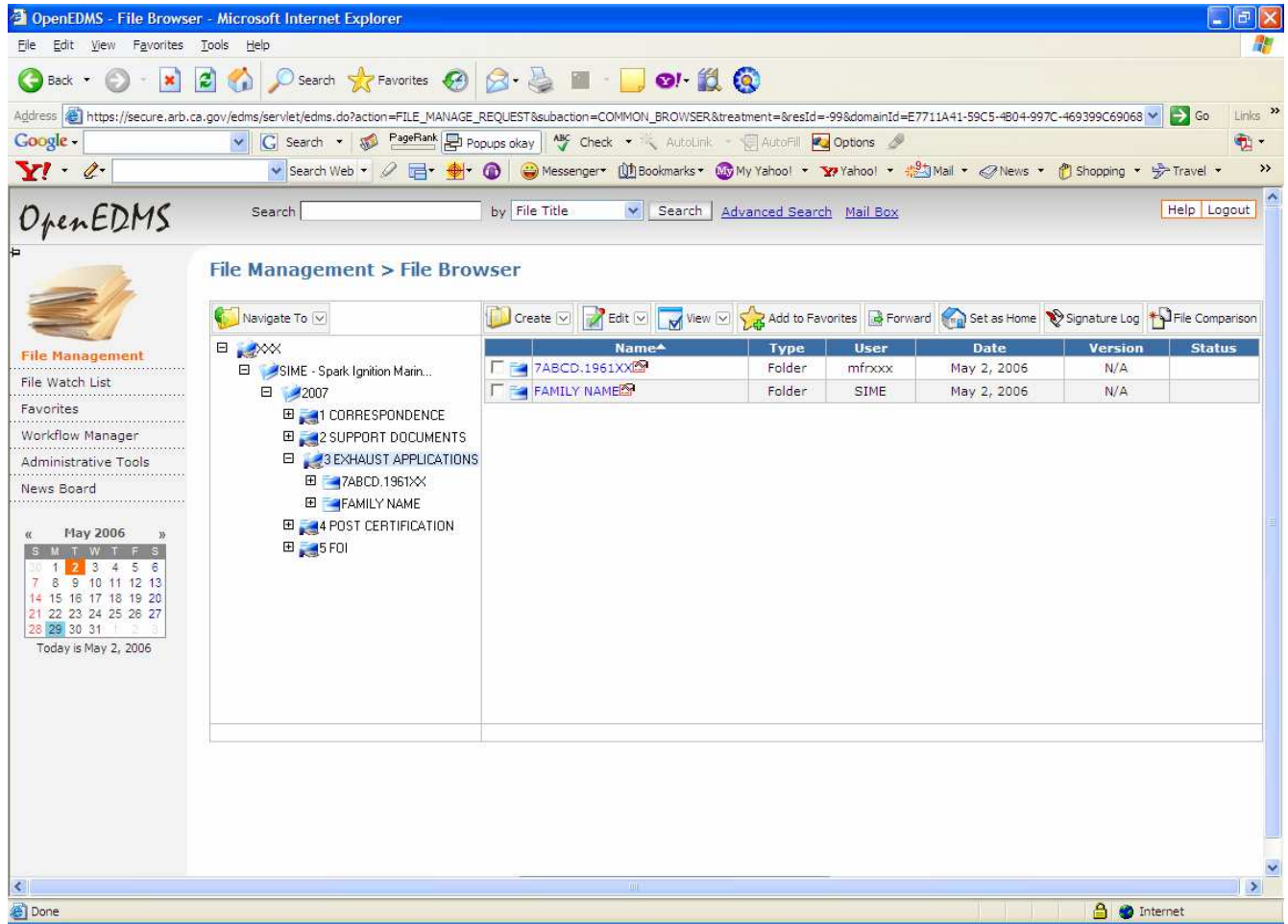
1. Please remember it is important to check the above three options before you click the **"Paste"** button. By selecting these options, you will preserve the access control, document types, and subfolders of the copied folder into your new folder.
 2. If you have more than one copied item in the resource list, the copied items will be listed chronologically from the top to the bottom. In other words, the last recent copied item will be the first one on top. To prevent any confusion, we suggest that you remove all your items in your resource list prior making any copies. To clear the Clipboard, click **"Edit"** and select **"Paste"** to open the **"Clip Board"** dialog box. Check **"Select All"** check box to select all copied items in the resource list. Then, click the **"Remove"** button to remove any items in the Clip Board.
- Rename the new folder that you just created and click the file icon  next to the new folder to open the drop-down file operational menu. Under the menu, click **"Rename"** to open the **"Rename Directory"** dialog box.



- In the **"Rename Directory"** dialog box, replace the default name in the Name's input box with your special engine family name and click **"Update"** button once finished.



- Now, you have successfully created a new folder with a special engine family name called "7ABCD.1961XX". If necessary, you can repeat the same steps to create additional engine family folders. This example is also applied for creating a new Evaporative Engine family folder for off-road SSIE category or a Test Group for on-road certification.



Note: We suggest that you preserve "FAMILY NAME or TG[n] NAME folder as your template folder and use this template folder to create additional new engine family folder. In other words, do not rename the template folder or upload any documents to the template folder.