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Folders

The **Folders** tab in Manager.io allows you to create, view, and organize virtual folders to keep your business documents sorted and easily accessible. This feature helps you manage various documents such as invoices, reports, and expense receipts in a structured manner.

By utilizing virtual folders, you can:

- **Create** folders to categorize different types of documents.
- **View** the contents of each folder for quick access.
- **Organize** your documents to maintain an orderly system.

Keeping your documents organized in folders ensures that you can efficiently locate and manage important business information when you need it.