

Adding Subscriber Folders (C-Web Interface)

You can create subscriber folders for retailers, existing subscriber folders, enterprises, and sites. You must create a subscriber folder in a retailer object before you can add other types of subscribers.

To create a subscriber folder:

1. Click **Configure**, and expand **Subscribers**.
2. Click the specified retailer.
3. From the Create new list, select **Subscriber Folder**.
4. In the dialog box, enter a name for the new Subscriber Folder, and click **OK**.

The Subscriber Folder: *< name >* pane appears.

5. Enter information as described in the Help text in the main pane, and click **Apply**.

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