1. Close all opened studies and open patient registration screen or Scheduler.
   - Register target patient or select from Scheduler so that patient’s information is in the Local Database. Both patient names must be in the Local Database.

2. Select both affected patient names from the Local Database using the “CTRL” key and a single left click.
   - Now right click to open an additional menu.
   - Select OPEN SUBTREE from this menu.

3. Highlight item(s) that need to be moved using the “CTRL” key and a single left click.

4. With all items highlighted, select CUT icon from the toolbar.

5. Highlight the study folder of the intended location with a single left click. This is the middle yellow folder.

6. Select PASTE icon from the toolbar.

7. Enter your name or initials and select OK on the Rearrange Message Pop Up box.