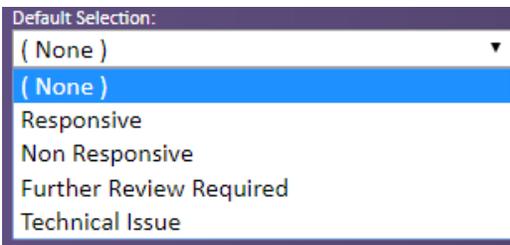## 3b. Create a Required Folder Group

This PICNIC explains how to make a folders/tags into single-select radio buttons known as folder groups, and how to ensure that one item in the group is tagged.

## Steps

1. In the **Panels** tile, select the panel to which the group will be added click **Manage**.
2. Click **New** and create the required folders/tags.
3. On the right side of the pane, select the folders/tags you want to group.
4. Click **Group**, and then select **Create Group**.
5. Enter a group Name and check the **Required** folder. Choose a default selection and Conditional Folder if needed.
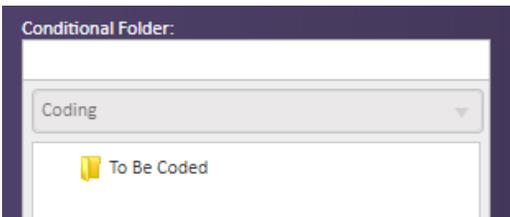6. Click **Save**.

| Default Selection | Default Selection:<br>( None ) ▼<br>**( None )**<br>Responsive<br>Non Responsive<br>Further Review Required<br>Technical Issue | **Default Selection**<br>Default Selection will mark all of the documents with the tag you select. On the Review panel, this is typically set to the Not Reviewed folder. In this example, the default selection is (None). |
|---|---|---|
| Conditional Folder | Conditional Folder:<br>Coding ▼<br>📁 To Be Coded | **Conditional Folder**<br>With a Required group, you can use a Conditional Folder to ensure that the tagging a folder in the group is *only* required when you select a specific folder. If a Conditional Folder is not set, then reviewers must always select a tag in the group. |