Shared folders

Through this module, you can view the shared folders and create new folders and subfolders, and share them with other users. Any slides created in the shared folders can now be viewed by the users with whom the folder is shared.

You can select whether you want to view the shared folders in tabular or linear view using the following menu:



Select the catalog you want. The List view appears as shown in the below example:

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Articles Replacement	ld 0	Name 0	Entity 🗧	Status C	Parent Folder Id 🗘	Updated By C	Updated Date \sim	Actions
dp Article Segmentation >	330	Subfolder3-1	Favorites	Active	329	@trasix.com	🖏 Jun 8, 2023	;
Shared Folders ~	329	Shared folder 3	Favorites	Active		@trasix.com	ැටිJun 8, 2023	:
List View	328	Subfolder1	Merch	Active	327	@trasix.com	🗔 Jun 8, 2023	:
🖬 Tree View	327	Shared folder2	Merch	Active		@trasix.com	🕼 Jun 8, 2023	:
S Merch Boards	326	Shared folder1	Merch	Active		@trasix.com	🗔 Jun 8, 2023	:
• Favorites								
Saved Views								
뀸 Stock >								
Sizes								
🛱 Delivery Date >								
O Prices >								
E Collections								•

Shared folders and subfolders are listed. for each one, the name, entity, parent Id, status, and updated date are displayed depending on the columns selected in the column chooser. The parent folder Id indicates a subfolder and if it has no value then the folder is a parent one.

If the tree view is selected, folder are displayed as shown below:

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Articles Replacement	Tree	Actions
न्तुः Article Segmentation >	> Da Shared folder1	1
 Shared Folders 	> En Shared folder2	:
List View	S En Shared folder 3	:
Tree View		
🚦 Merch Boards		
Favorites		
Saved Views		
끵 Stock >		
🕏 Sizes		
👩 Delivery Date >		
Prices >		
Collections		•

You can click the folder to view its subfolders as shown in the below example:

XK T Branches 7 Shared Folders	:	C
Tree		Actions
~ Da Shared folder1		:
En subfolder 1		:
> 🖬 subfolder 1-1		:
> 🖬 Shared folder2		:
> Ca Shared folder 3		:
		•

Folders and subfolders are displayed in a tree structure. In T1 Studio, you can share slides, folders, and favorites to these shared folders.

You can view the folder details, create a new folder, create a subfolder, update, or delete any of the existing folders as discussed in the following sections.