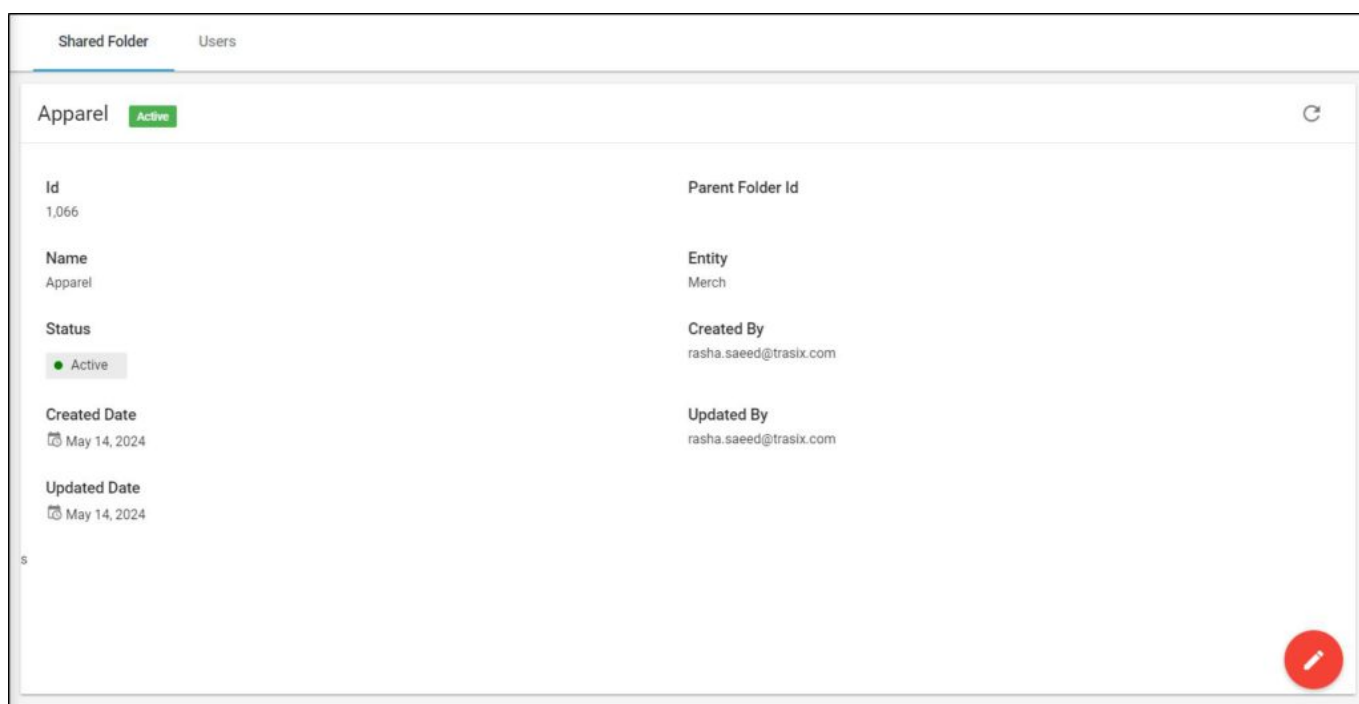


View shared folder

You can view the shared folder details and manage the list of users with which the folder is shared. To view the folder, click its title or select View record from the Actions menu next to it, the details are displayed as shown in the below example:



The screenshot shows a web interface for viewing a shared folder. At the top, there are two tabs: 'Shared Folder' (selected) and 'Users'. Below the tabs, the folder name 'Apparel' is displayed with a green 'Active' status indicator. A refresh icon is visible in the top right corner. The main content area is divided into two columns of metadata:

Id 1,066	Parent Folder Id
Name Apparel	Entity Merch
Status ● Active	Created By rasha.saeed@trasix.com
Created Date 📅 May 14, 2024	Updated By rasha.saeed@trasix.com
Updated Date 📅 May 14, 2024	

A small 's' icon is located at the bottom left of the details area, and a red circular edit icon is at the bottom right.

The folder information such as the name, status, creation date, etc. is displayed. For parent folders, you can manage the list of users through the **Users** tab as shown in the below example:

Shared Folder		Users			
UserId	User Name	Email	Allow Sharing	Actions	
<input type="checkbox"/> 1,358	██████████@trasix.com	██████████@trasix.com	● False	⋮	
<input type="checkbox"/> 1,296	██████████@trasix.com	██████████@trasix.com	● False	⋮	
<input type="checkbox"/> 1,066	██████████@trasix.com	██████████@trasix.com	● True	⋮	

The list of users with which the selected folder is shared is displayed, for each one, the email address, and whether the user is allowed to share the folder or not. You can add a new user, delete, or activate any of the existing ones as mentioned in the following sections.

Note:

- For subfolders, the **Users** tab is deactivated and cannot be assigned.