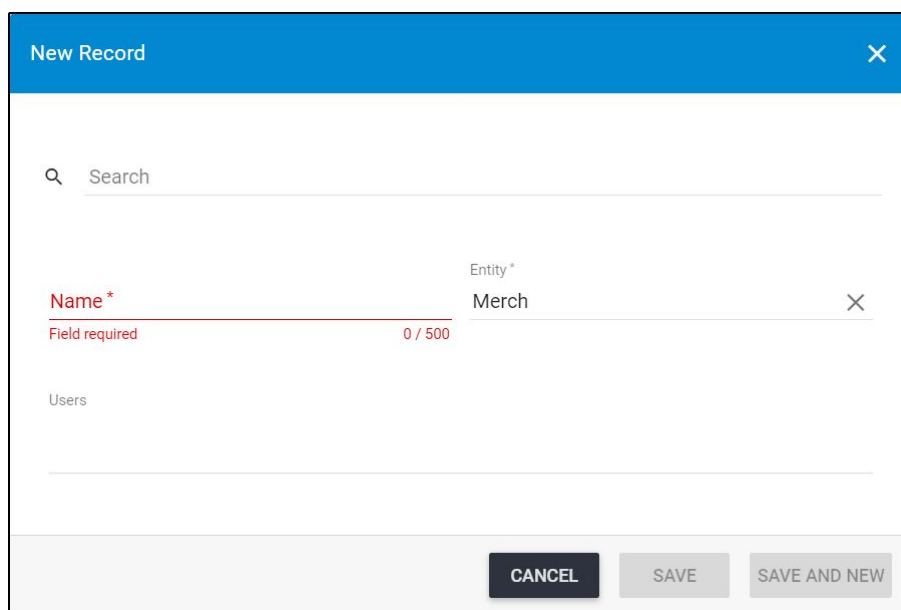


Add shared folder

To add a shared folder, follow these steps:

1. Click , the following window appears:



The screenshot shows a 'New Record' window with a blue header bar containing a close button (X). Below the header is a search bar with a magnifying glass icon and the text 'Search'. The main content area contains two input fields: 'Name*' and 'Entity*'. The 'Name*' field has a red underline and the text 'Field required' below it, and a character count '0 / 500' to its right. The 'Entity*' field has the text 'Merch' entered and a close button (X) to its right. Below these fields is a section labeled 'Users' with a horizontal line for input. At the bottom of the window are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEW'.

2. Enter the folder name,
3. Select the entity to which you want the shared folder to be created,
4. Select the users with whom you want the folder to be shared,
5. Click **Save** to add the folder and close the window, or click **Save and new** to add it and open a new window.