

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:

Shared Folder		Users	
Shared folder1		Active	
Id	326	Parent Folder Id	
Name	Shared folder1	Entity	Merch
Status	Active	Created By	[redacted]@trasix.com
Created Date	Jun 8, 2023	Updated By	[redacted]@trasix.com
Updated Date	Jun 9, 2023		

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:

Userid	User Name	User Name	Email	Actions
1,358	[Redacted]	[Redacted]	[Redacted]	[Actions]
1,296	[Redacted]	[Redacted]	[Redacted]	[Actions]
1,066	[Redacted]	[Redacted]	[Redacted]	[Actions]

The list of users with which the selected folder is shared is displayed, for each one, the email address. You can add a new user, delete, or activate any of the existing ones as mentioned in the following sections. You can also import a list of users to be added to the root shared folders as mentioned in "[Import shared folder users](#)".

Note:

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