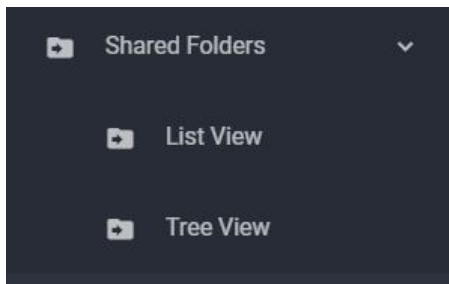


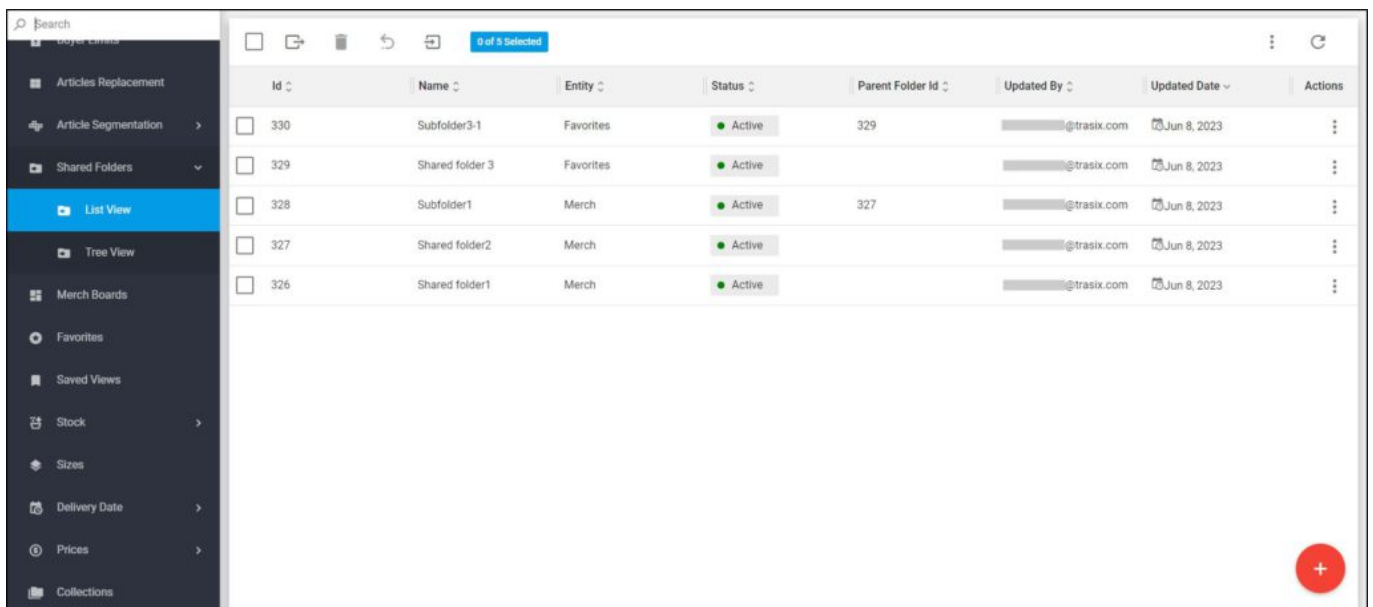
Shared folders

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:



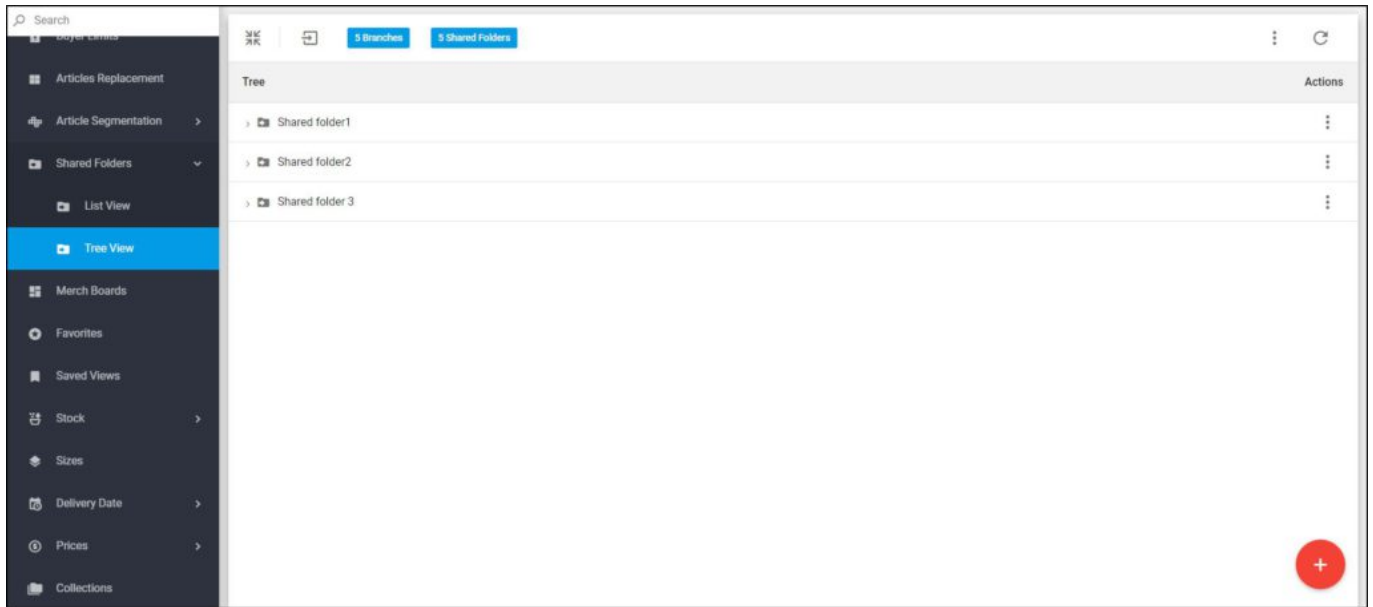
Select the catalog you want. The List view appears as shown in the below example:

A screenshot of a web application interface showing a list of shared folders. On the left is a dark sidebar with a search bar and a list of navigation items: Articles Replacement, Article Segmentation, Shared Folders (selected), List View (highlighted), Tree View, Merch Boards, Favorites, Saved Views, Stock, Sizes, Delivery Date, Prices, and Collections. The main area displays a table with columns: Id, Name, Entity, Status, Parent Folder Id, Updated By, Updated Date, and Actions. The table contains five rows of data, all with a status of "Active" and an updated date of "Jun 8, 2023". A red circular button with a white plus sign is located in the bottom right corner of the table area.

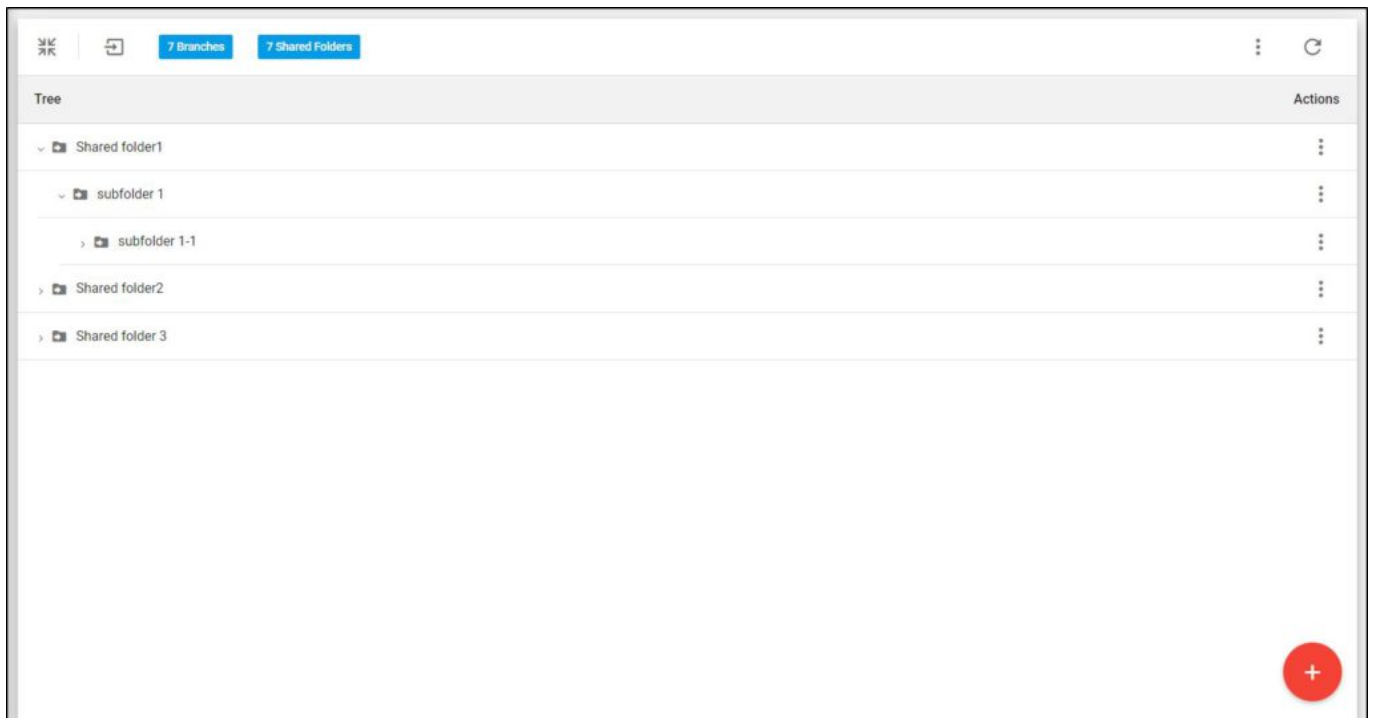
Id	Name	Entity	Status	Parent Folder Id	Updated By	Updated Date	Actions
330	Subfolder3-1	Favorites	Active	329	@trasix.com	Jun 8, 2023	
329	Shared folder 3	Favorites	Active		@trasix.com	Jun 8, 2023	
328	Subfolder1	Merch	Active	327	@trasix.com	Jun 8, 2023	
327	Shared folder2	Merch	Active		@trasix.com	Jun 8, 2023	
326	Shared folder1	Merch	Active		@trasix.com	Jun 8, 2023	

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, folders are displayed as shown below:



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



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.