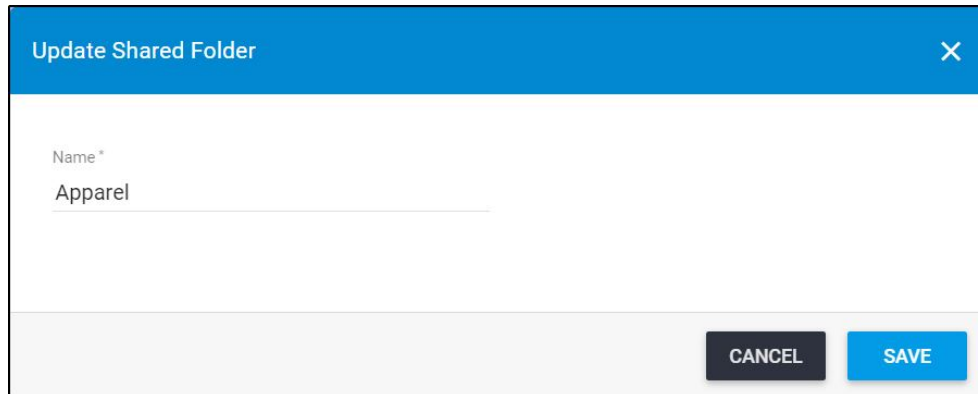


## Update shared folder

To update a shared folder, view the shared folder then click the Edit button or select “Edit Record” from the Actions menu next to the folder you want, the following window appears:

A screenshot of a web application dialog box titled "Update Shared Folder" with a close button (X) in the top right corner. The dialog has a white background and a light gray border. Inside, there is a text input field labeled "Name \*" with the word "Apparel" entered. Below the input field is a light gray footer bar containing two buttons: a dark gray "CANCEL" button and a blue "SAVE" button.

Update Shared Folder

Name \*

Apparel

CANCEL SAVE

Update the folder name, then click **Save**.