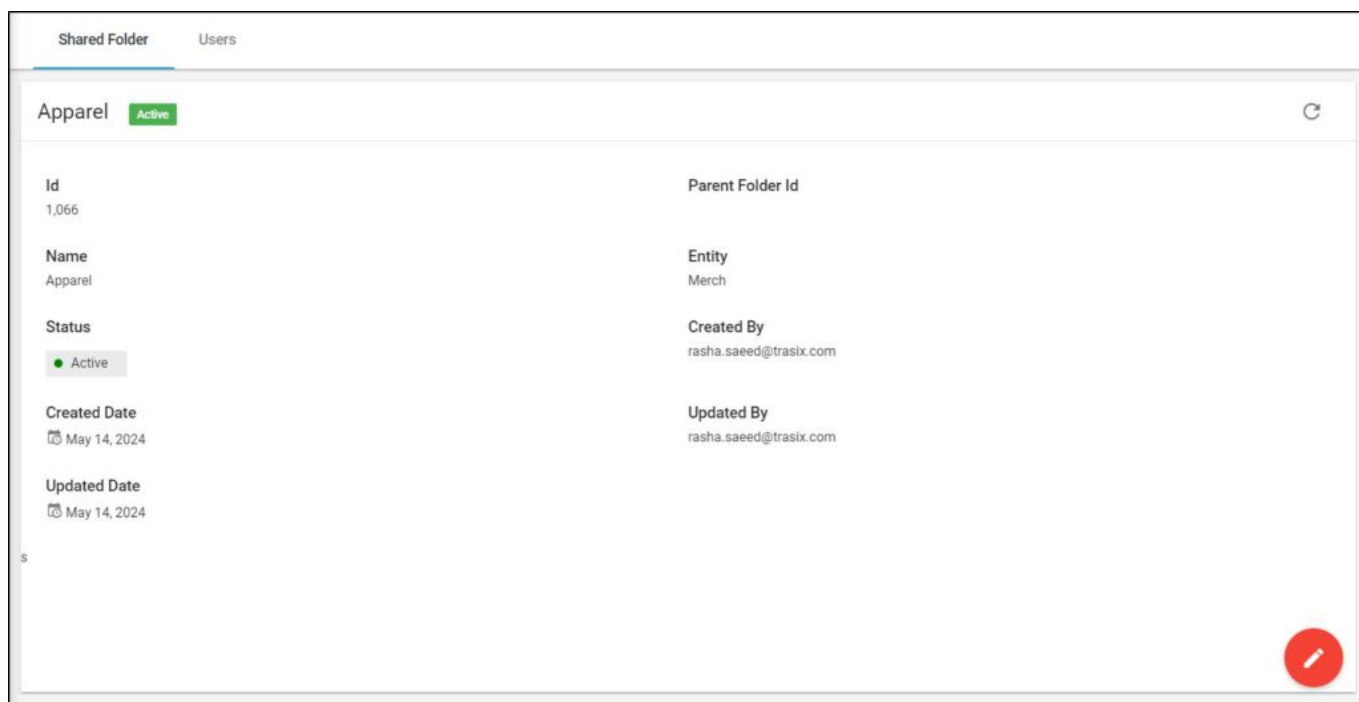


View shared folder

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'. The main content area displays the details for a folder named 'Apparel', which is marked as 'Active' with a green status indicator. The details are organized into two columns:

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

A red circular icon with a white pencil is located in the bottom right corner of the interface.

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.