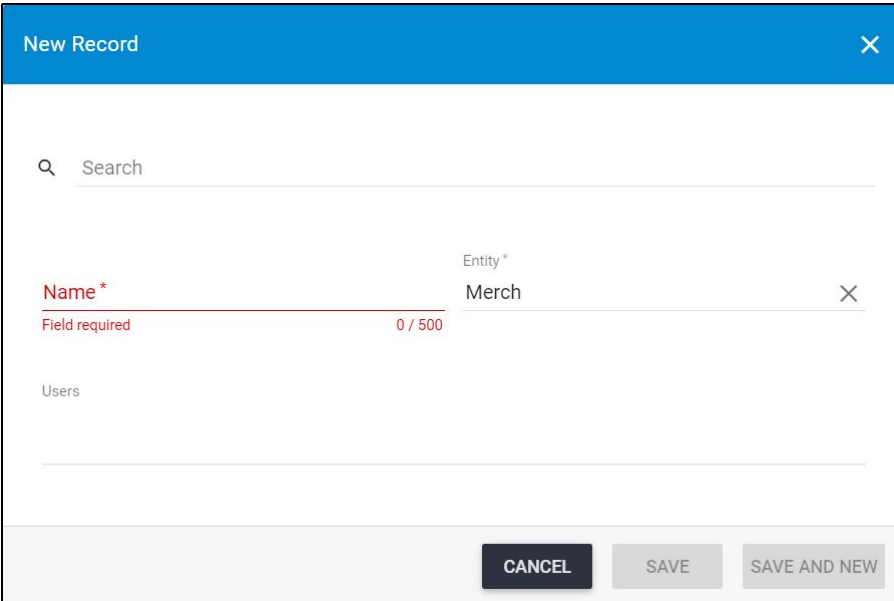


## Add shared folder

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. Below the header is a search bar with a magnifying glass icon and the text 'Search'. The main area contains a form with a 'Name\*' field (with a red asterisk and 'Field required' below it) and a character count '0 / 500'. To the right of the name field is an 'Entity\*' dropdown menu with 'Merch' selected and a close button. Below the name field is a 'Users' field with a horizontal line. 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.