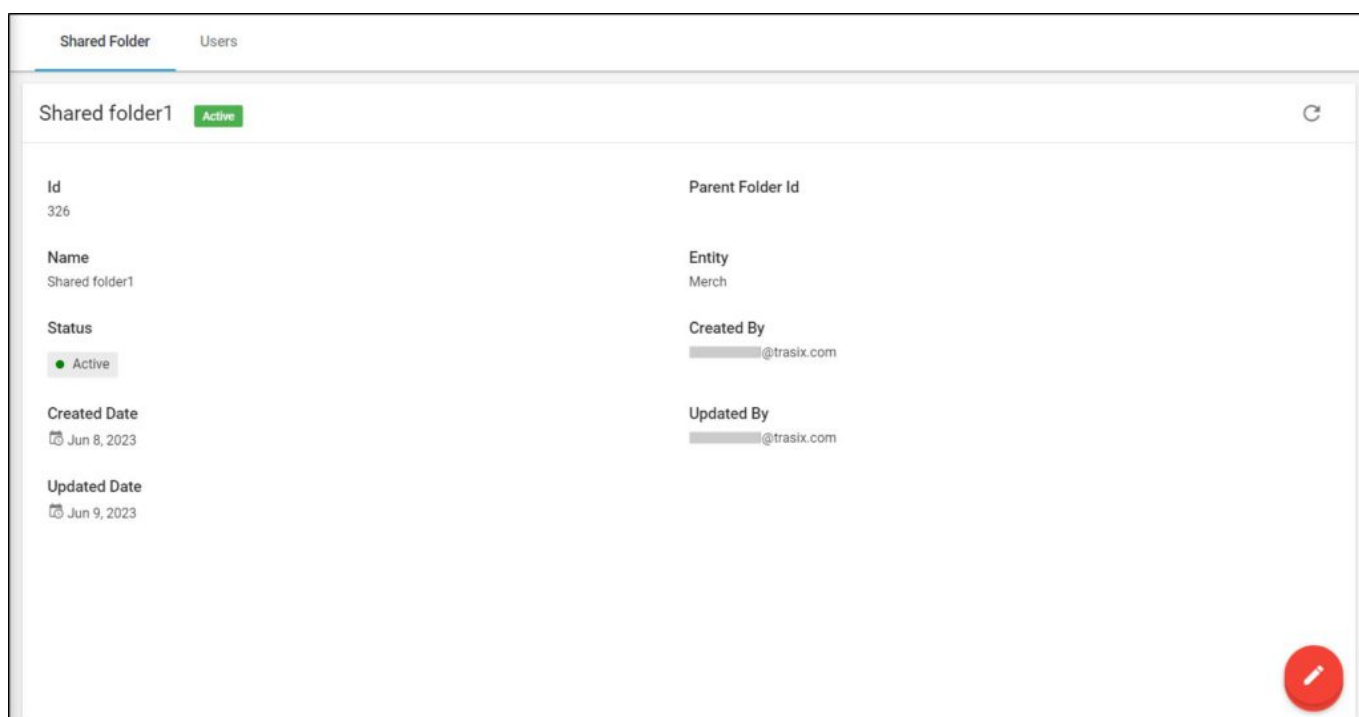


View shared folder

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 user interface for viewing a shared folder. At the top, there are two tabs: "Shared Folder" (selected) and "Users". Below the tabs, the folder name "Shared folder1" is displayed next to a green "Active" status indicator. A refresh icon is visible in the top right corner. The main content area is divided into two columns of metadata:

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	

A red circular edit icon is located in the bottom right corner of the details view.

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.