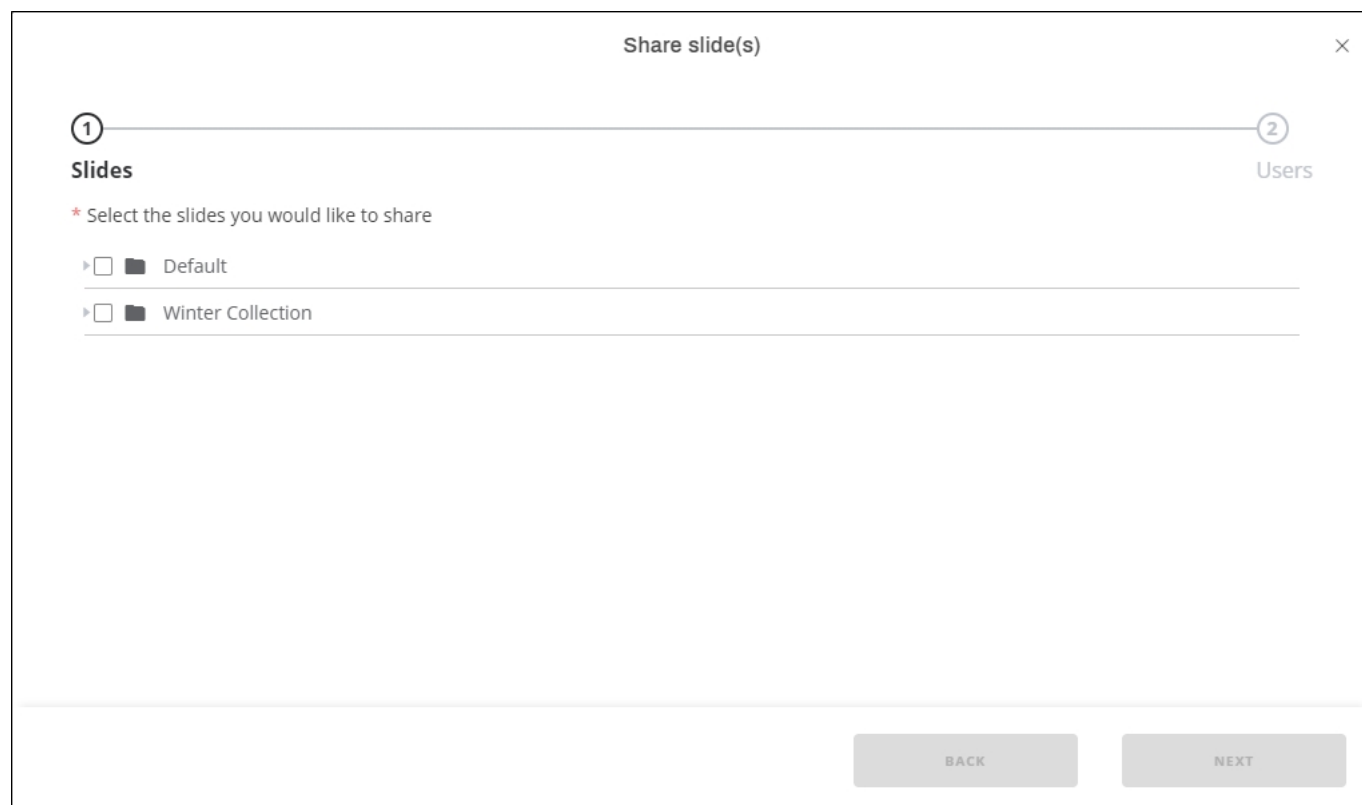


Share and unshare slides

To share any of the slides on the Merch Board with other users, groups, to a shared folders, or with yourself, follow these steps:

1. Click **Share**, the following window appears:



The screenshot shows a modal window titled "Share slide(s)" with a close button (X) in the top right corner. The window is divided into two main sections: "Slides" on the left and "Users" on the right. The "Slides" section is marked with a circled "1" and contains a sub-header "Slides" and a red asterisk followed by the text "Select the slides you would like to share". Below this, there are two expandable folder lists. The first folder is "Default" and the second is "Winter Collection". Each folder has a right-pointing arrow and a small square icon next to it. The "Users" section is marked with a circled "2" and contains the text "Users". At the bottom right of the window, there are two buttons: "BACK" and "NEXT".

You can click the arrow next to the folder to expand it and view the slides as shown below:

Share slide(s)

×

1

2

Slides

Users

* Select the slides you would like to share

▶

☐

Default

▼

☐

Winter Collection

☐

Shirts (Wide Screen)

☐

Sweatshirts (Wide Screen)

BACK

NEXT

2. Click the checkbox next to the folder(s) and slide(s) you want to share then click **Next**, the following window appears:

Share slide(s) ×

✓

Slides
 Select the user(s) for sharing slides

2

Users

Filter list

<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">👤</div> <div>Sellers Group</div> <div style="margin-left: auto;">Emerging Market</div> </div>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">👤</div> <div> <div style="background-color: #ccc; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div>@trasix.com</div> </div> </div>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">👤</div> <div>Trasix Admin</div> <div style="margin-left: auto;">admin</div> </div>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">👤</div> <div>Seller User</div> <div style="margin-left: auto;">TW-Seller</div> </div>

ADD ALL
ADD FROM CLIPBOARD

0 Selected users

REMOVE ALL

Select the folders(s) for sharing slides

☐

SharedFolder1

☐

SharedFolder2

BACK

UPDATE

You can either share to a group of users, or individual users, or share to a folder or subfolder. Only users allowed to share the selected folder are displayed within the list.

3. Click the group(s), or user(s) to which you want to share the slides and folders, or click **Add All** to share with the whole list. You can also click **Add from Clipboard** to paste a list of users or user groups.
 You can remove a user by clicking it from the Selected users section or click **Remove All** to clear the list of selected users.
4. Select the folders or subfolders if you want to share the selected slides to folders,
5. Click **Update**, slides and folders are shared with the selected users and they are marked with an icon.

Slides shared by other users can only be viewed in the **Shared** tab and you will not be able to do any changes on them but you can view the folders and slides that are shared by clicking the email address of the user. Email notifications can be configured to send an email to the user with whom the slide is shared.

Note:

- You cannot perform any actions on shared slides and the toolbar buttons are deactivated. Only the slide owner can do changes to it.

To unshare a slide, follow these steps:

1. Click **Share**, the shared slides checkboxes are selected as shown in the below example:

The screenshot shows a dialog box titled "Share slide(s)" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Slides" (marked with a circled 1) and "Users" (marked with a circled 2). The "Slides" section contains a red asterisk followed by the text "Select the slides you would like to share". Below this, there are four items, each with a checkbox and a folder icon: "Default" (unchecked), "Winter Collection" (checked), "Shirts (Wide Screen)" (checked), and "Sweatshirts (Wide Screen)" (unchecked). At the bottom of the dialog, there are two buttons: a grey "BACK" button and a blue "NEXT" button.

2. Click **Next**, the list of users with which the slide(s) is shared are displayed as shown below:

Share slide(s)

×

✓

Slides

②

Users

Select the user(s) for sharing slides

Filter list

@trasix.com

Trasix Admin

admin

Seller User

TW-Seller

Seller User

Seller1

ADD ALL

ADD FROM CLIPBOARD

1 Selected users

Sellers Group

Emerging Market

REMOVE ALL

Select the folders(s) for sharing slides

▶

☒

SharedFolder1

☐

SharedFolder2

BACK

UPDATE

- Click the user(s), or group(s) with whom you no longer want to share the slide, it is moved to the left side menu, you can also remove all the users by clicking **Remove All**, or uncheck the folder to which the slide is shared,
- Click **Update**, slide(s) are now unshared.