

## A Guide to Shared Folders

Group Account Users have access to **Shared Folders** and **Shared Templates**.

The **Shared Folders** area can be used to share documents with the group. Documents can be made read-only for presenting information, or editable by anyone for collaborative work.

The **Shared Folders** area is also particularly useful for browsing and managing the work of users without needing to access any external locations, such as a server system.

The **Shared Templates** can be used for sharing templates with other members of the group (see separate guide).

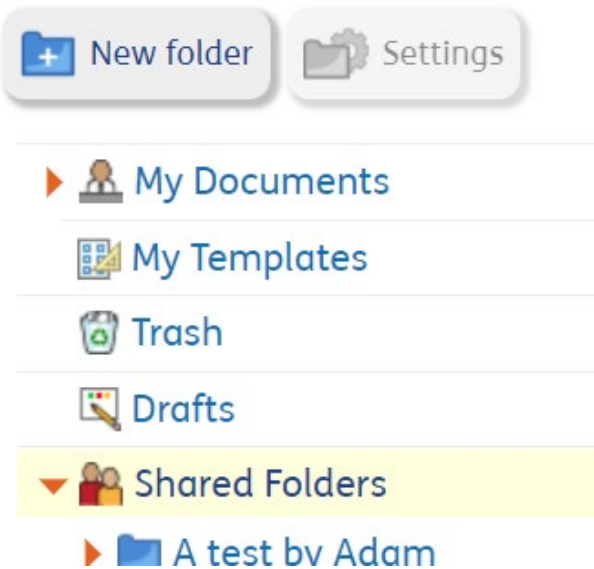
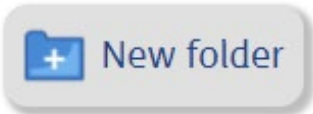
### Creating Shared Folders

**Administrators** and **Managers** can create top-level folders in **Shared Folders**. They can also set **read** and **write** permissions for **Users**.

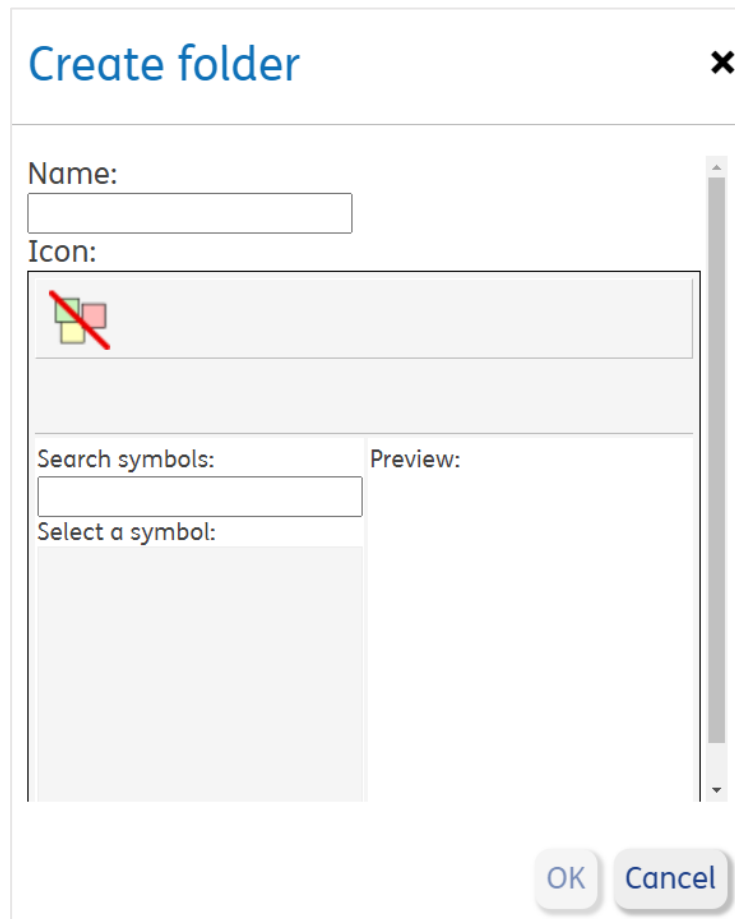


Shared Folder permissions are set on the individual folder.

Shared Template permissions are based on what kind of user you are (Admin, Manager or User).

<p>1. Click to select <b>Shared Folders</b> on the left-hand menu.</p>	
<p>2. Click <b>New folder</b>.</p>	

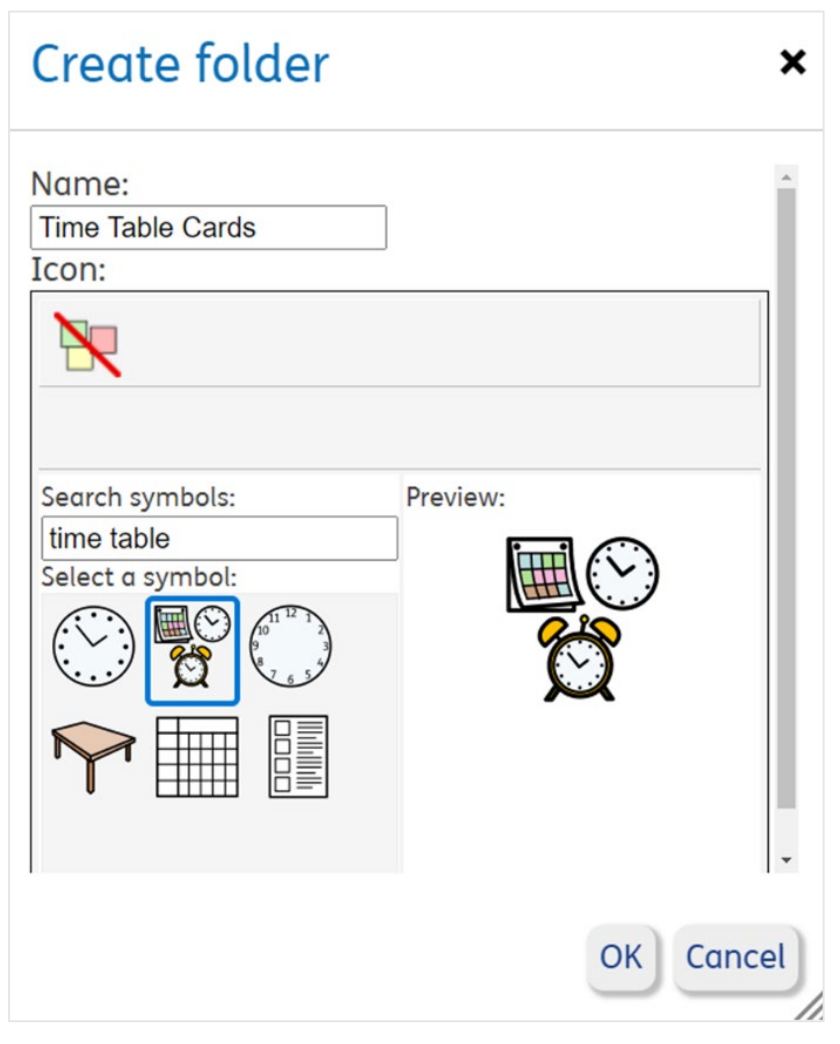
3. The **Create folder** pop-up will appear.



The screenshot shows a 'Create folder' dialog box with a title bar containing the text 'Create folder' and a close button (X). The dialog contains the following elements:

- Name:** A text input field.
- Icon:** A section containing a preview of a folder icon (a red 'X' over a multi-colored square) and a search area.
- Search symbols:** A text input field.
- Preview:** A preview area for the selected symbol.
- Select a symbol:** A large, empty rectangular area for displaying available symbols.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

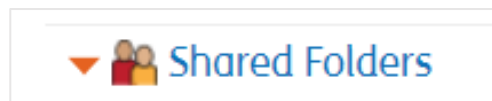
4. Name the folder and choose a symbol to represent it. Click **OK**.



## Folder Settings

Administrators and Managers can use Folder Settings to set and change permissions to allow Read/Write Access, both by user type and for specific named users.

1. Click on Shared Folders.



2. Click to select the folder you wish to edit.




3. Click the Settings button.



4. You will see the options available.

### Folder Settings

 Time Table Cards Change name and icon

This folder belongs to Vicky Change owner

#### Set permissions

	Read	Write
Owner		
All Managers		
All Users		
Owner's Users		
Specific Users		

Set these permissions on subfolders as well

Cancel Save changes

Set permissions for specific users

5. You can change the filename and icon on the folder by clicking the button.

Change name and icon

6. You can change the file owner with this button.

Change owner

7. **Click** to toggle between ticks and crosses to give or retract permissions for a set group. If you tick **Specific Users** you will be able to tick next to any named person you wish to give access

### Set permissions

	Read	Write
Owner		
All Managers		
All Users		
Owner's Users		
Specific Users		

Set permissions for specific users

**Admins**

- Adam
- Adam.S
- Cate
- Dave
- Eleanor
- Elle
- Graham

8. **Click** the + to change / set the permissions.

Set permissions for specific users

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9. Finally, **tick** if you wish to apply the settings to any subfolders and click **Save changes**.

Set these permissions on subfolders as well

Cancel

Save changes