Widgit Online

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.

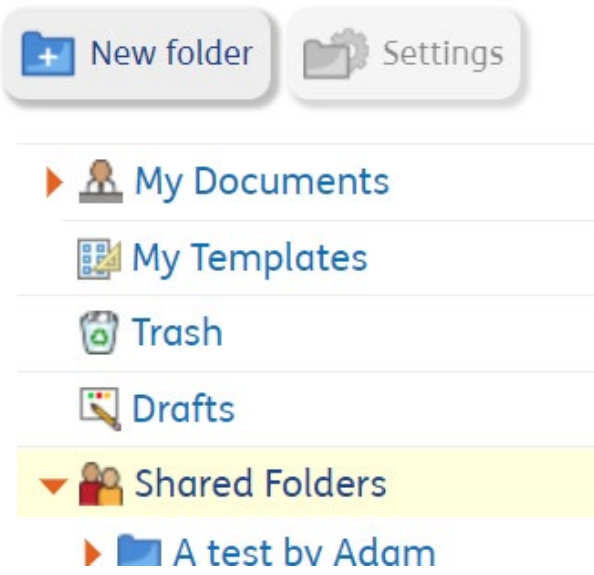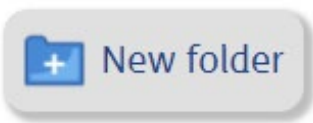The **Shared Templates** can be used for sharing templates with other members of the group (see separate guide).

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).

1. Click to select **Shared Folders** on the left-hand menu.	New folder Settings ▶ 👤 My Documents 🗓 My Templates 🗑 Trash 📝 Drafts ▼ 👥 Shared Folders 　▶ 📁 A test by Adam
2. Click **New folder**.	+ New folder

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

Create folder ✖

Name:

Icon:

Search symbols:

Preview:

Select a symbol:

OK   Cancel

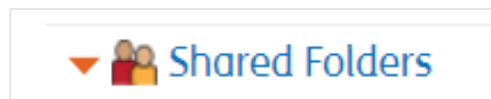|	
4. Name the folder and choose a symbol to represent it. Click **OK.**	**Create folder** ✕ Name: Time Table Cards Icon: Search symbols: time table Select a symbol: Preview: OK Cancel

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.

▼ 🧑‍🤝‍🧑 Shared Folders

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

📁 Time Table Cards

3. Click the Settings button.

📁 Settings

4. You will see the options available.

Folder Settings

 Time Table Cards

This folder belongs to **Vicky**

Change name and icon

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**

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**