

How do I control who can access my shared files & folders?

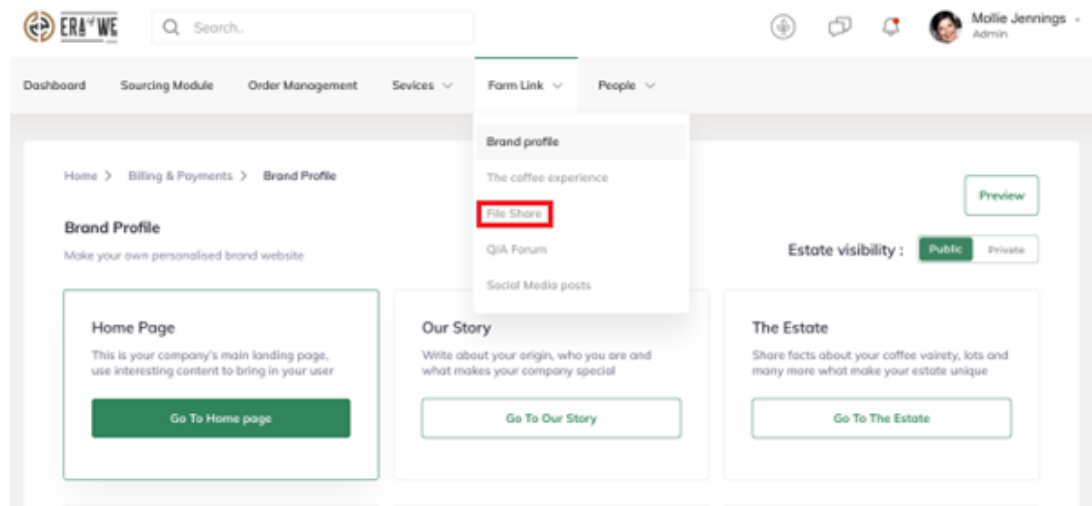
Nehal Gowrish - 2021-09-14 - Brand & Experience

BRIEF DESCRIPTION

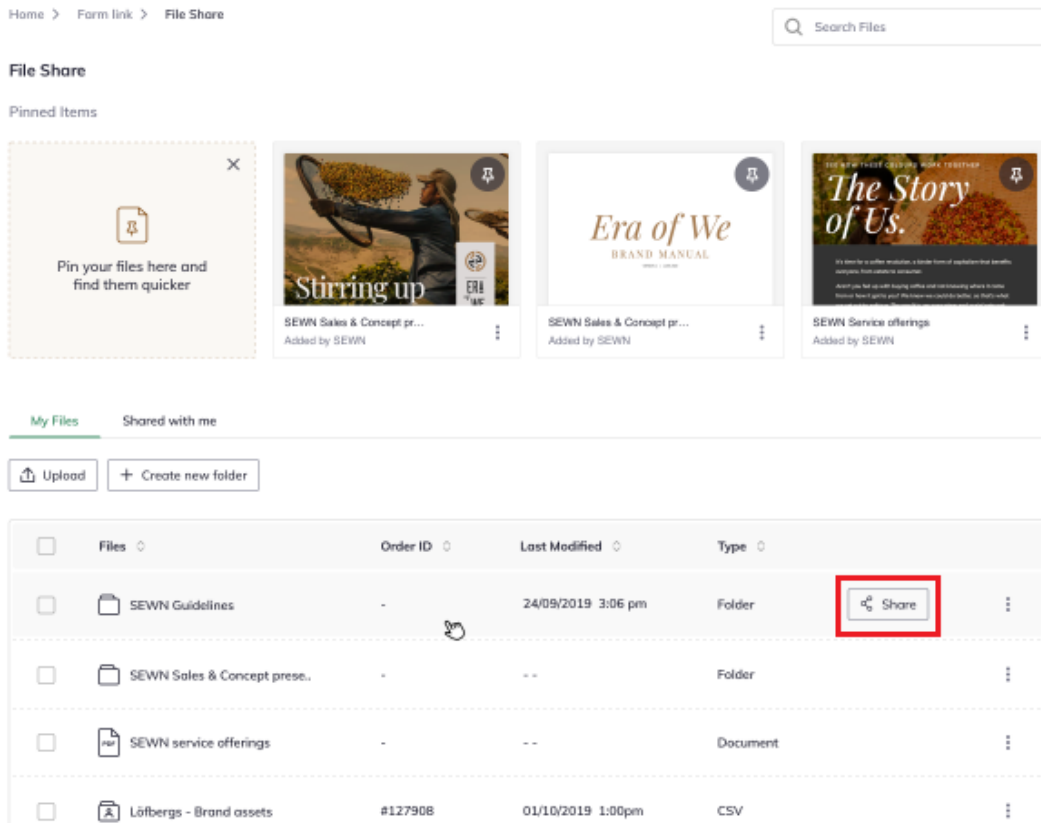
This guide will contain information on how to view who can access shared files/folders as a roaster on FarmLink.

STEP BY STEP GUIDE

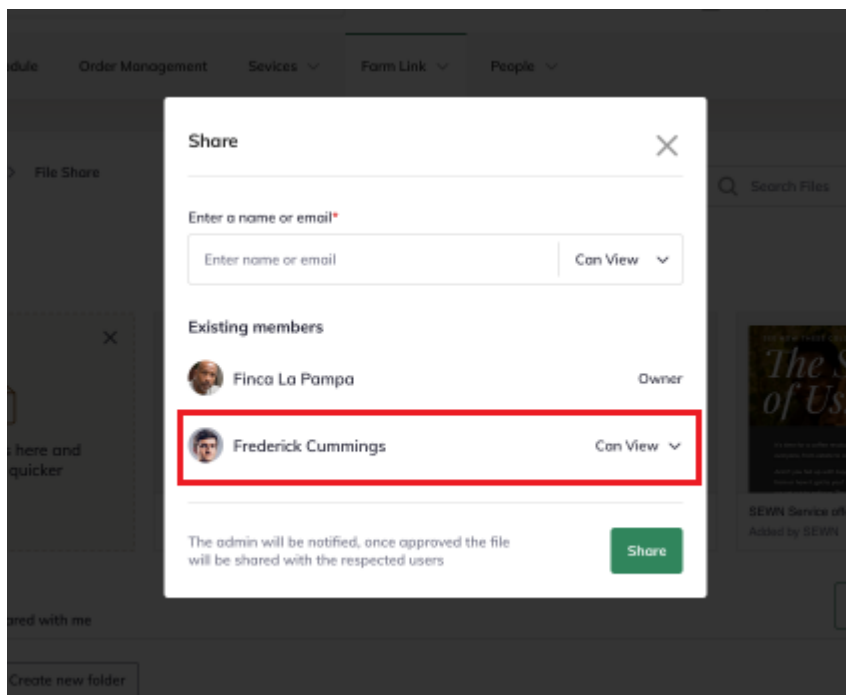
1. Log in to your account and navigate to the 'Farmlink'' tab. Select 'File share'.



1. Here you will see all your files and folders on Farmlink. Select 'Share' beside the folder/file you wish to check.



- Now you'll be able to see the details of the people with access to that particular file or folder. You can also change access levels using the drop-down menu.



- Alternatively, for folders, simply open the folder and you will see an overview of how many people have access to that folder on

the upper right-hand side of the page.

The screenshot shows a web application interface for file management. At the top, there is a navigation bar with the logo 'ERB WE' and a search bar. The user is identified as 'Mollie Jennings - Admin'. Below the navigation bar, there are tabs for 'Dashboard', 'Sourcing Module', 'Order Management', 'Services', 'Form Link', and 'People'. The main content area is titled 'Löffbergs - Machineries' and contains a description: 'This folder contains all of the companys brand assets like brand guidelines, logo, packaging materials etc. Please follow the strict guidelines mentioned.' There are buttons for 'Upload' and '+ Create new folder'. A 'Search Files' bar is located in the top right of the main area. A red box highlights a 'Share' button with the text 'Sharing with 2 members' below it. Below this, there are tabs for 'Documents' and 'Videos'. A table lists files with columns for 'Files', 'Last modified', and 'Type'. The table contains four entries: 'SEWN Guidelines' (Folder, 24/09/2019 3:06 pm), 'SEWN Sales & Concept prese..' (Folder, 01/03/2020 1:00pm), 'SEWN service offerings' (Document, 01/03/2020 1:00pm), and 'Safety helpline numbers' (CSV, 01/02/2020 4:30pm). Each row has a 'Share' button and a vertical ellipsis menu icon.

Home > Form link > File Share > Löffbergs - Machineries

Löffbergs - Machineries
This folder contains all of the companys brand assets like brand guidelines, logo, packaging materials etc. Please follow the strict guidelines mentioned.

Upload + Create new folder

Search Files

Share
Sharing with 2 members

Sort by

Files	Last modified	Type
SEWN Guidelines	24/09/2019 3:06 pm	Folder
SEWN Sales & Concept prese..	01/03/2020 1:00pm	Folder
SEWN service offerings	01/03/2020 1:00pm	Document
Safety helpline numbers	01/02/2020 4:30pm	CSV