

20.1 Allow Share Members to Manage Re-Shares

User ability to re-share and also manage subsequent folder shares that have been created from your original share is available in FileCloud version 18.2.

Groups have the ability to re-share folders, but are not able to manage the folder shares.

Once you share a folder privately, it has the ability to be shared again by members.

Now you can also designate another user to manage those re-shares of your original shared file.

Miscellaneous Permissions:

Allow Delete ☒

Allow Manage ☐

Save

Cancel



- As a private share owner, you have the ability to allow others to manage re-sharing in the following ways:
- **View and manage re-shares** - This means managing shares created by other users from your shared files
 - **Assign managers to view and manage re-shares** - This means allowing others to manage shares created by other users from your shared files, including removing permissions and users from the share

How To Allow Managing of Re-Shares

Share Permissions

☐ Allow Everyone

☒ Allow Selected Users/Groups

Guest 1

Group 1


Add Guest

Guest	Allow View	Allow Download	Allow Upload	Allow Share	Allow Sync	Misc
gabrielle_95@example.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div> </div>

- Managing re-share permissions can be granted to a user who already has the following permissions:
- Allow View
 - Allow Download
 - Allow Upload
 - Allow Share

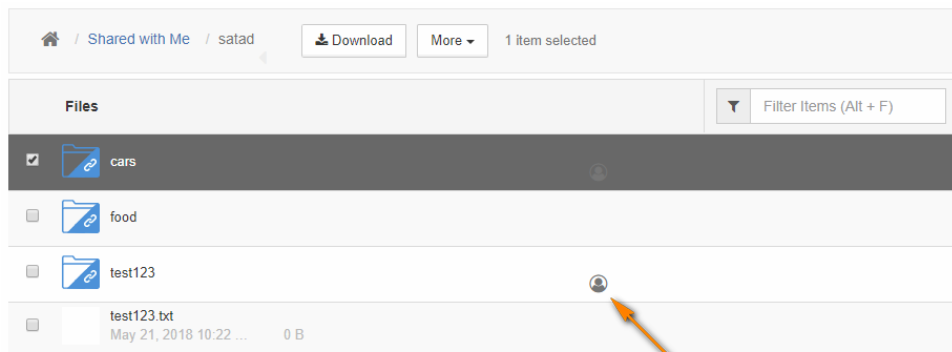
To allow a share member to manage a folder re-share:

1. Open a browser and log on to the *User Portal*.
2. On the left navigation panel, click *Files*.

3. Open the folder you want to share.
4. If the folder is already being shared, in the *Details* pane on the right, in the *Sharing* section, click *Manage*, and then skip to step 8.
5. If the folder is not yet being shared, in the *Details* pane on the right, in the *Sharing* section, click *+Share*.
6. On the *Confirm* dialog box, click *OK*.
7. On the *Share Link* dialog box, click *Advanced Options*.
8. On the *Manage Share for Folder* window, in the *Share Permissions* panel, select *Allow Selected Users/Groups*.
9. To add a user, select the *Guest* tab and then click *Add Guest*.
10. To add a group, select the *Group* tab and then click *Add Group*.
11. On the *Search* screen, type in the user's or group's account name.
12. In the *Share Notification* dialog box, review the email to be sent to the selected user or group, and then click *Send*.
13. In *Share Permissions*, select the following level of permissions: *Allow View*, *Allow Download*, *Allow Upload*, *Allow Share*.
14. In *Share Permissions*, under *Misc.*, select the edit icon .
15. On the *Miscellaneous Permissions* dialog box, select *Allow Manage*, and then click *Save*.
16. Optionally you can select any of the other permission checkboxes.
17. To save your changes, click *Update*.

Managing Re-Shares

After you allow a user to manage re-shares, they will see the following icon in their dashboard on the <i>Shared with Me</i> file list:	The user will also be notified of activity



The above screenshot shows that you are a manager for 2 shares:

- cars folder
- test123 folder

Although the food folder has been shared with you, you are not allowed to manage it.

In the *Details* panel in the next column, in the *Sharing* section, you can see:

- You have shared the Cars folder with 2 other users.
- The user *satad* shared this privately with you first
- The user *satad* allowed you to manage re-shares

