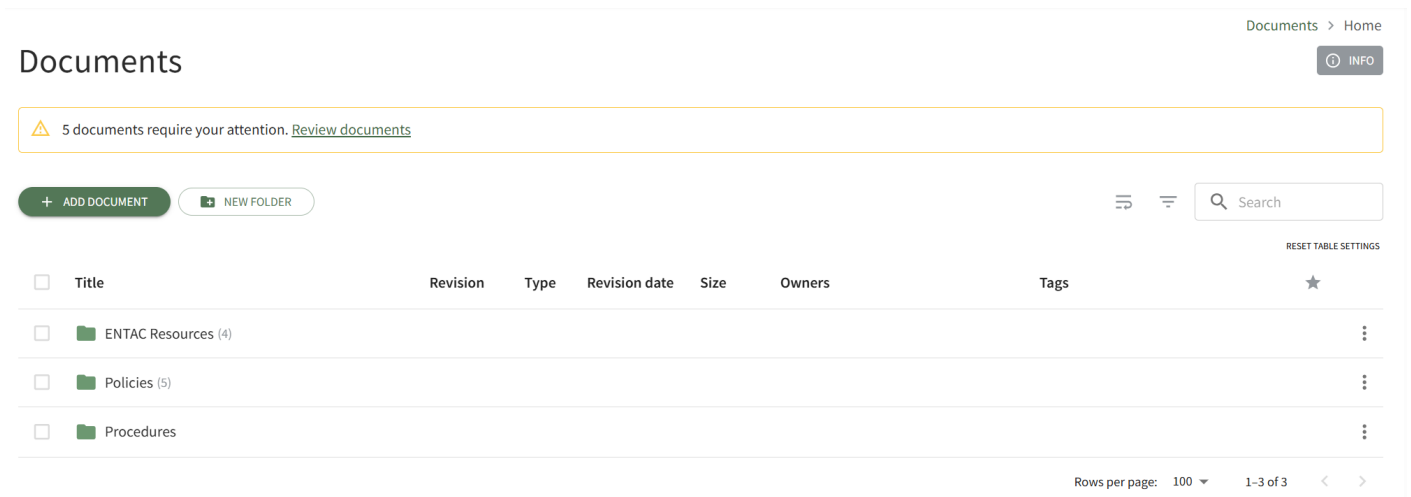


Designate a Folder is Public

To make an existing folder a public folder in the Documents Module, open the Documents Home Page from the Main Menu and navigate the repository to the folder you want to designate as public.



The screenshot shows the 'Documents' home page. At the top right, there is a breadcrumb 'Documents > Home' and an 'INFO' button. Below the header, a yellow warning banner states '5 documents require your attention. [Review documents](#)'. The main content area features two buttons: '+ ADD DOCUMENT' and '+ NEW FOLDER'. To the right, there are menu icons and a search bar. Below these is a table with columns: Title, Revision, Type, Revision date, Size, Owners, Tags, and a star icon. The table lists three folders: 'ENTAC Resources (4)', 'Policies (5)', and 'Procedures'. Each folder has a vertical three-dot menu icon to its right. At the bottom right of the table, there is a 'Rows per page: 100' dropdown and a '1-3 of 3' pagination indicator.

Click the vertical three-dot icon to the right of the folder you wish to make public, opening the folder's context menu. Select Properties opening the Folder Properties modal.

Folder Properties

Title (242)

Policies

Tags

Set folder as public

CANCEL

CONFIRM

Click the "Set Folder as Public" checkbox and select the Confirm button.

Documents

INFO

5 documents require your attention. [Review documents](#)

+ ADD DOCUMENT NEW FOLDER

☰ ☰ 🔍 Search

RESET TABLE SETTINGS

<input type="checkbox"/>	Title	Revision	Type	Revision date	Size	Owners	Tags	★
<input type="checkbox"/>	ENTAC Resources (4)							⋮
<input type="checkbox"/>	Policies (5)							⋮
<input type="checkbox"/>	Procedures							⋮

Rows per page: 100 1-3 of 3 < >

The folder icon is now blue, indicating that the folder is accessible to individuals that are not logged in to the system as KAStrack users.

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