


This guide describes how to share lists / searches with your colleagues.

Instruction	Explanation	Navigation
<p>Find your lists</p>	<p>In your Dashboard under OTHER (to the left, at the bottom) – click My lists.</p>	<ul style="list-style-type: none"> ▶ DASHBOARD ▶ CASES ▶ DOCUMENTS ▶ CONTACTS ◀ OTHER <ul style="list-style-type: none"> My lists Shared lists
<p>Choose the list</p>	<p>Among your lists /searches, choose the list you intend to share.</p>	<p>10 <input type="checkbox"/> <input type="checkbox"/> 9648 Nye klager</p>
<p>Share the list</p>	<p>When you have ticked the list to be shared, the icon Share will be shown in the Navigation pane at the top of the page.</p>	
<p>Apply the people you intend to share the list with</p>	<p>When clicking Share, you can then give access to one or more of your colleagues to view your list (equals to access code). Add your colleagues by name or AUID.</p> <p>NB! Always add yourself here as well.</p>	<p>Search in All access codes</p> <hr/> <p>Access code</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/>
<p>Validate the chosen people</p>	<p>Click Apply.</p> <p>You will now find the list in your Dashboard under Shared lists.</p>	<p><input type="button" value="Apply"/></p>