


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

| Instruction  | Explanation  | Navigation   |
|--|--|--|
| <p><b>Find your lists</b></p>                                    | <p>In your Dashboard under OTHER (to the left, at the bottom) – click <b>My lists</b>.</p>   | <ul style="list-style-type: none"> <li>▶ DASHBOARD</li> <li>▶ CASES</li> <li>▶ DOCUMENTS</li> <li>▶ CONTACTS</li> <li>◀ OTHER               <ul style="list-style-type: none"> <li>My lists</li> <li>Shared lists</li> </ul> </li> </ul> |
| <p><b>Choose the list</b></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><b>Share the list</b></p>                                     | <p>When you have ticked the list to be shared, the icon <b>Share</b> will be shown in the Navigation pane at the top of the page.</p>  |    |
| <p><b>Apply the people you intend to share the list with</b></p> | <p>When clicking <b>Share</b>, 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<br/>       All access codes</p> <hr/> <p>Access code</p> <input style="width: 100%; border: 1px solid #ccc;" type="text"/>  |
| <p><b>Validate the chosen people</b></p>                         | <p>Click <b>Apply</b>.</p> <p>You will now find the list in your Dashboard under Shared lists.</p>   | <p><input type="button" value="Apply"/></p>  |