








Share list

<p>This guide describes how to share lists / searches with your colleagues.</p>										
Instruction	Explanation	Navigation								
<p>Find your lists</p>	<p>On your Dashboard under GEMTE LISTER OG ABONNEMENTER (to the left, at the bottom) – click My lists.</p>	<ul style="list-style-type: none"> ▶ DASHBOARD ▶ PROCESSER ▶ CASES ▶ DOCUMENTS ▶ CONTACTS ▲ GEMTE LISTER OG ABONNEMENTER <ul style="list-style-type: none"> My lists Shared lists Subscriptions 								
<p>Choose the lists</p>	<p>Among your lists /searches, choose one or more lists you intend to share.</p>	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>25572</td> <td>Mine dok siden 01-01-2023</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>22558</td> <td>Mine påmindelser</td> </tr> </table>	<input checked="" type="checkbox"/>		25572	Mine dok siden 01-01-2023	<input checked="" type="checkbox"/>		22558	Mine påmindelser
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<p>Share the lists</p>	<p>When you have ticked off the lists to be shared, the icon Share will be shown in the Navigation pane at the top of the page.</p>									
<p>Apply the people with whom you intend to share the lists</p>	<p>When clicking Share, you can add one or more of your colleagues to view your lists (equals to access code). Add your colleagues by name or AUID.</p> <p>NB:</p> <ul style="list-style-type: none"> • Always add yourself here as well. • If you share more than one list at the time you cannot see with whom lists are already shared. Please make sure you add all persons with whom the lists should be shared, as sharing the lists again with overwrite previous settings. 	<p>Share search</p> <p>Search in</p> <div style="border: 1px solid #ccc; padding: 2px;">All access codes</div> <p>Access code</p> <hr style="width: 100%;"/>								
<p>Validate the chosen people</p>	<p>Click Apply.</p> <p>You will now find the list in your Dashboard under Shared lists.</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Apply</div>								