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Liquidlogic – Access Worktrays

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-AWLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

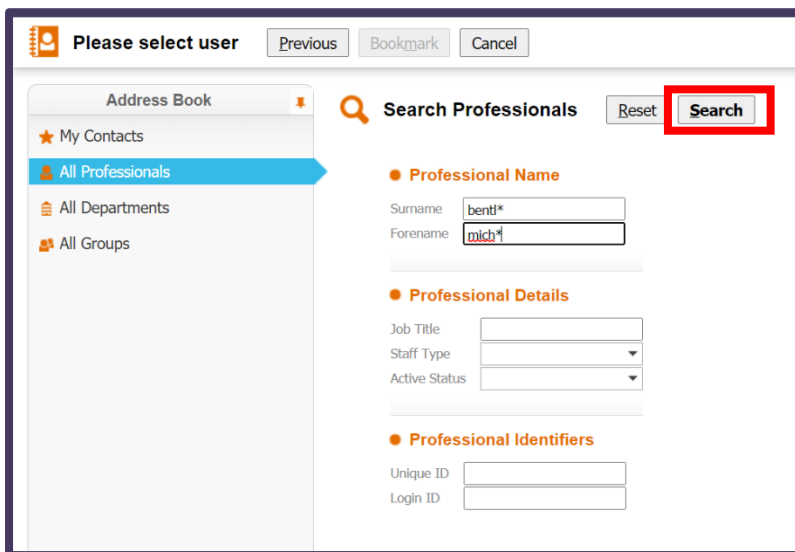## Tray Publications/Subscriptions

To subscribe to someone else's worktray click on the **Home** link. Once there, click on your **Account** tab.
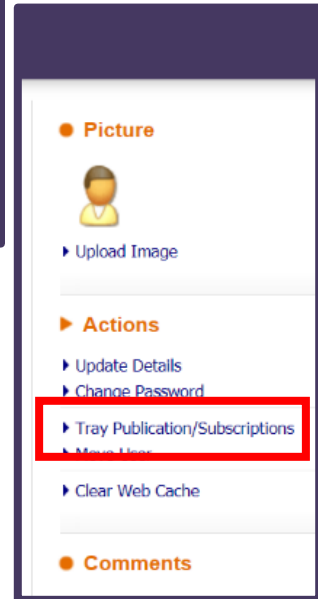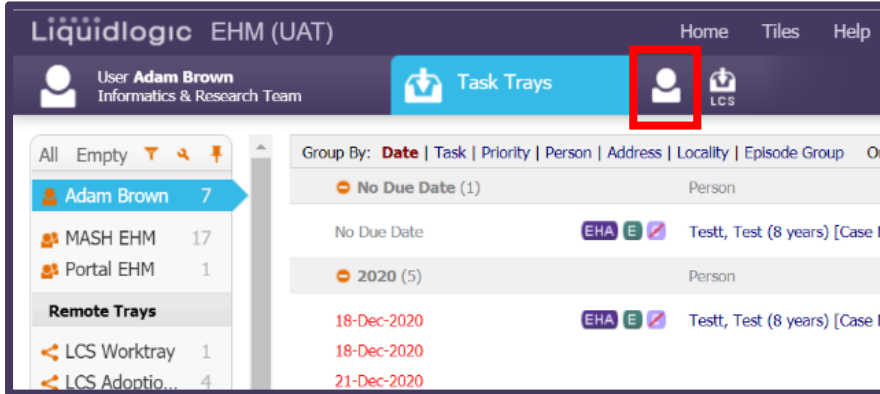
Click on the **Tray Publications/Subscriptions** link from underneath the **Actions** area.
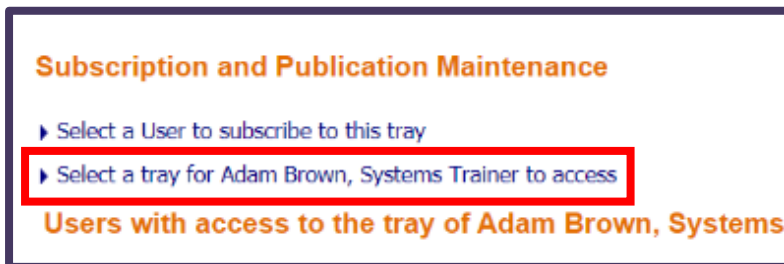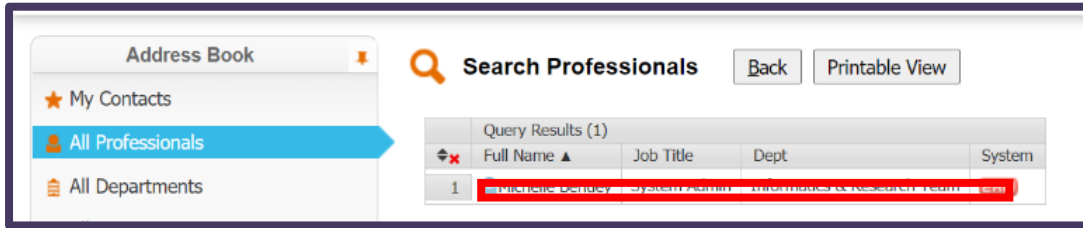

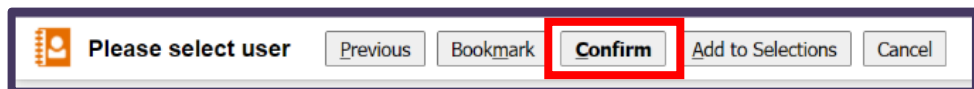Click on **Select a tray for … to access**.

Search for the person you wish to subscribe to.
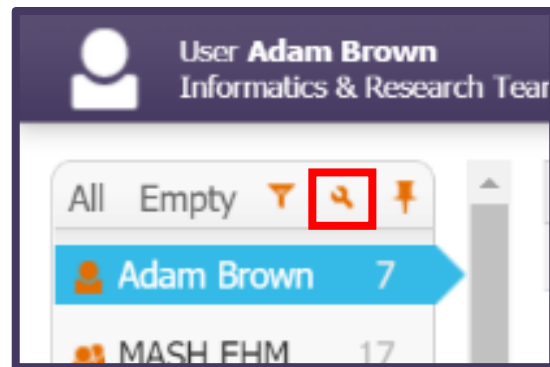
Click the **Search** button.

Once you have found the person, click on their name to subscribe to their tray.

The next screen will display some details of the person you are about to subscribe to. This is to ensure you have selected the right person. If all is well, click on the **Confirm** button.
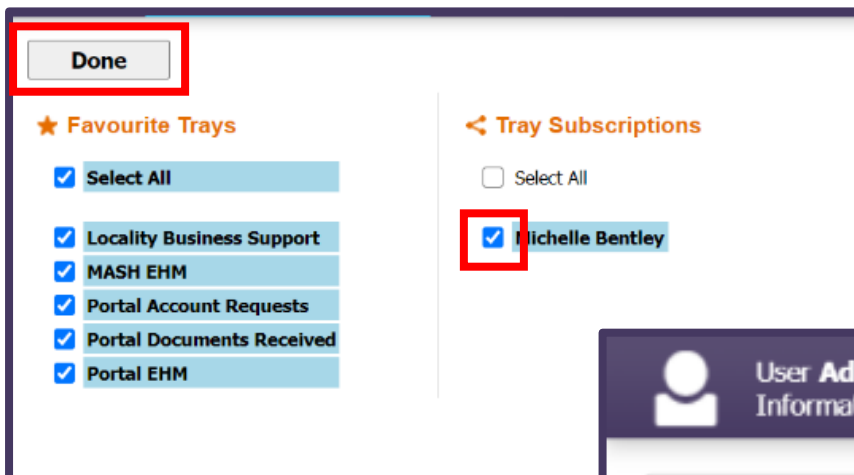

Click back on the **Home** link in LiquidLogic.
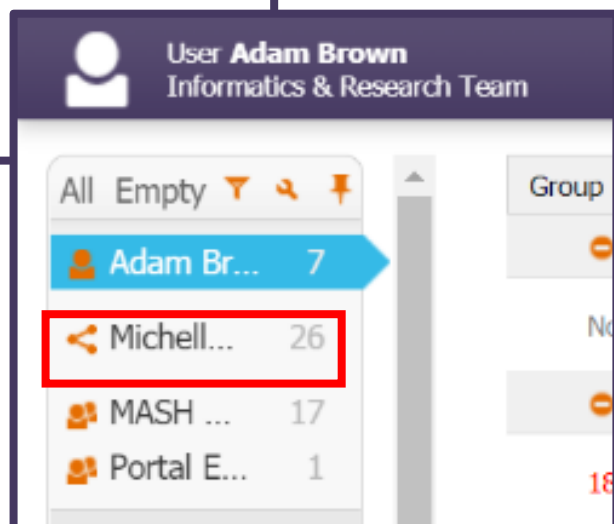
Click on the spanner icon.

Under **Tray Subscriptions**, you will now see the person's name that you have subscribed to.
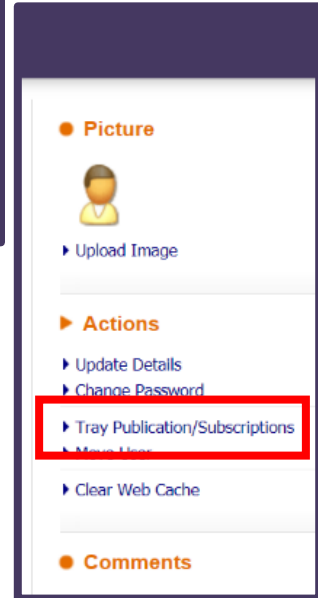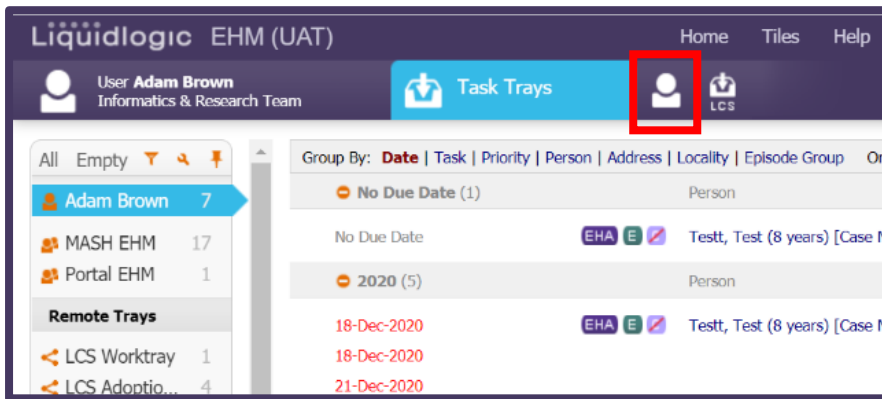

Place a tick in the checkbox next to their name and then click on the **Done** button.

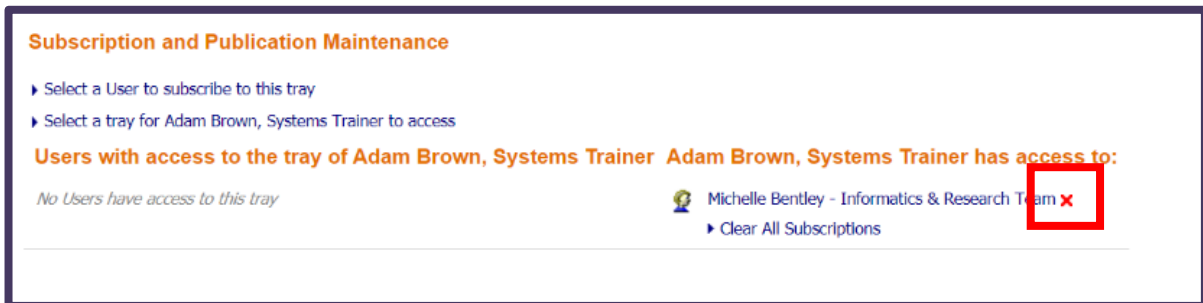You should now be able to access the person's tray.

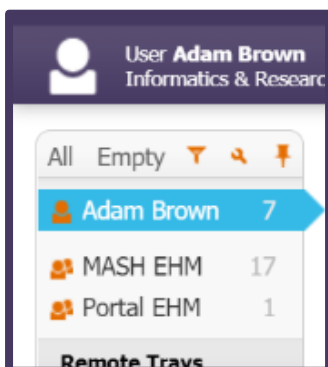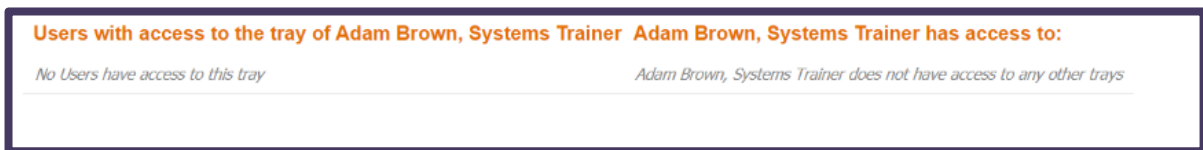To unsubscribe from a tray, click on the **Account** tab as before.

Click on the **Tray Publications/Subscriptions** link from underneath the **Actions** area.

Click on the cross next to the person's name.

Their name will now be removed, and you will not be subscribed to their worktray.

When you click back on the **Home** link, their name will no longer be underneath your tray.