



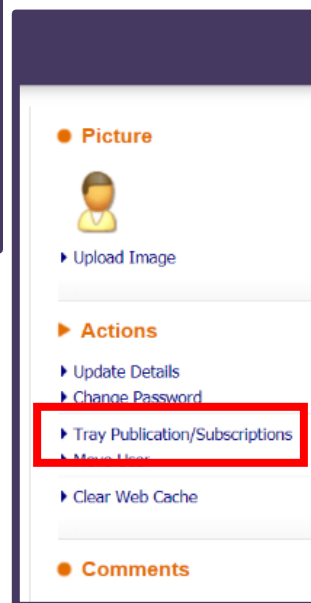
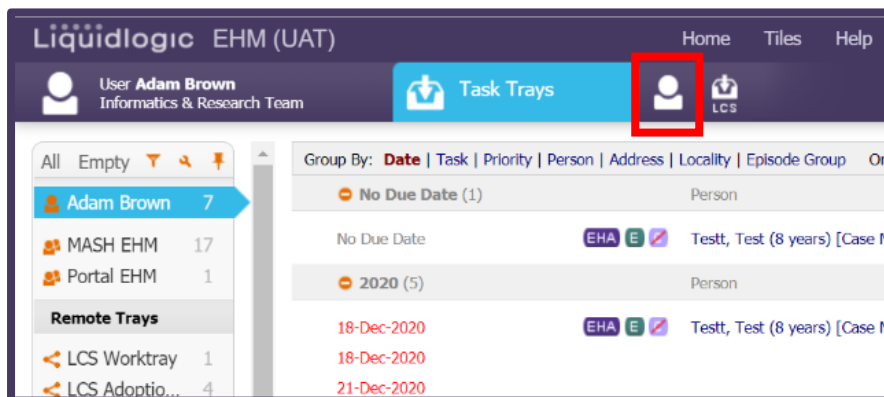
Internal Ref:	NELC-SHLL-001
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Version No.	V01.00

Liquidlogic – Sharing your Worktray

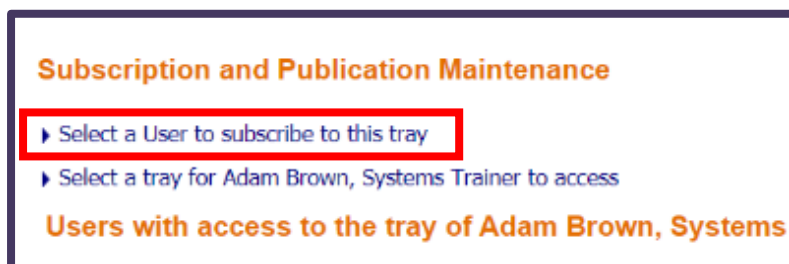
BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-SHLL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

Tray Publications/Subscriptions

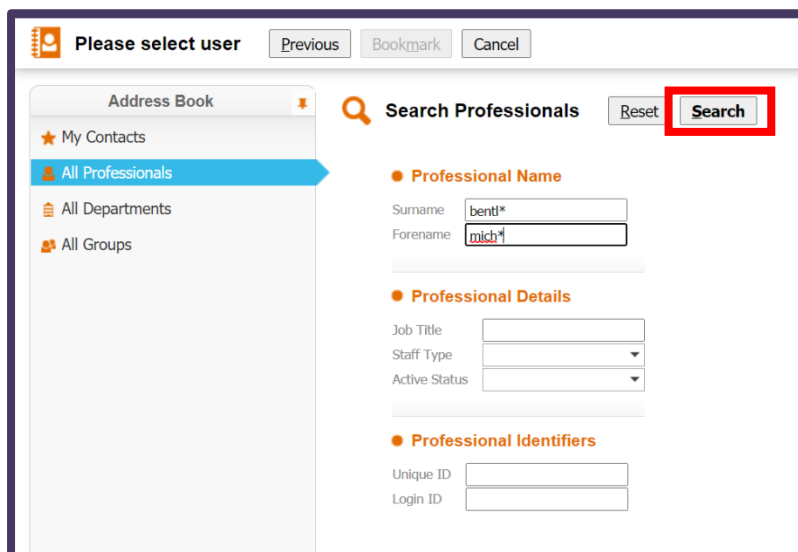
To share your worktray with other people you need to click on the **Home** link. Once there, click on your **Account** tab.



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



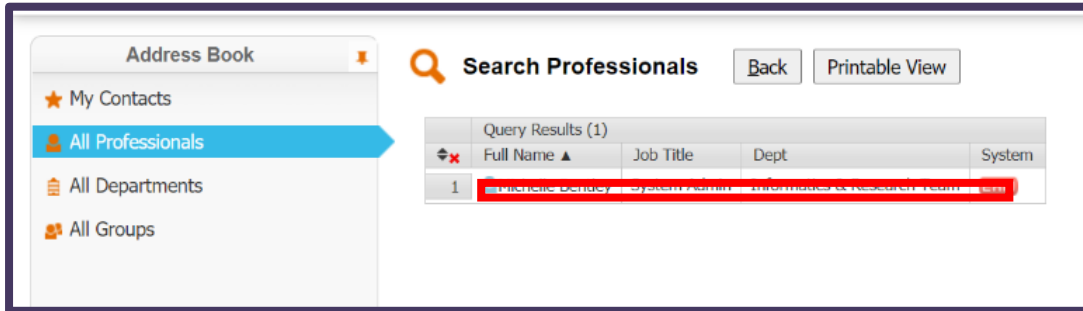
Click on **Select a User to subscribe to this tray**.



Search for the person you wish to share your tray with.

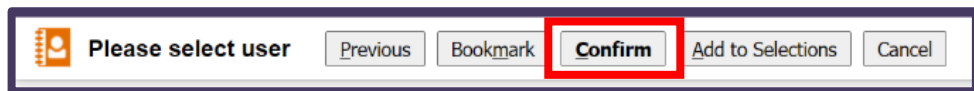
Remember that you can make use of wildcards (% or *) if you are unsure of the spelling of their name.

Click the **Search** button.



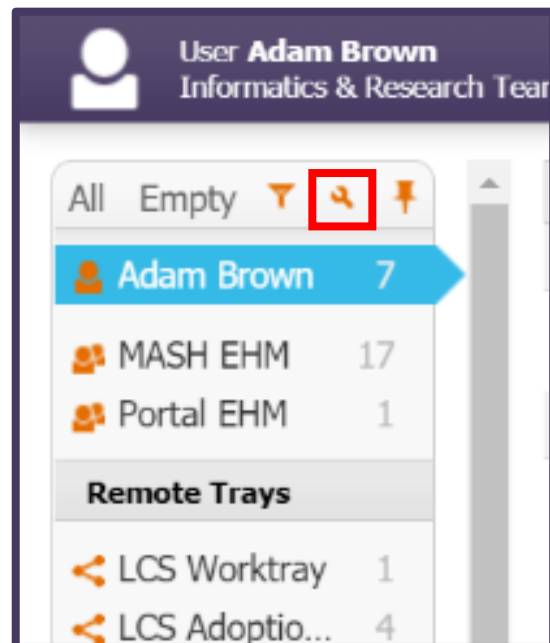
Once you have found the person, click on their name to share your tray.

The next screen will display some details of the person you are about to share with. 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 Publications**, you will now see the person's name that you have shared your work tray with.

To unshare, simply click on the cross next to their name and then click **OK** on the pop-up that appears.

