



D A M S T R A

CONNECT + PROTECT YOUR WORLD



# Damstra Insights – Sharing a Visual

**PRODUCT:** Damstra Insights

**VERSION:**

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**APPROVED BY:**

## Sharing a Visual

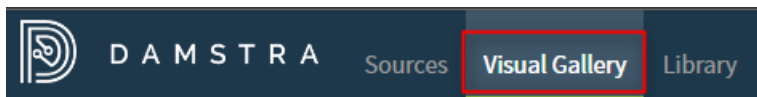
Allows customers to share visuals they have created in Damstra Insights with colleagues. Share visuals with your groups or individual users. Sharing allows other users and groups to help maintain visuals avoiding single author bottlenecks.

**Note:**

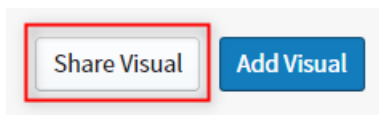
- a) Only users with “**Creator access**” can perform this action.
- b) Sharing feature allows only user created visuals to be shared.

### How to share a Visual?

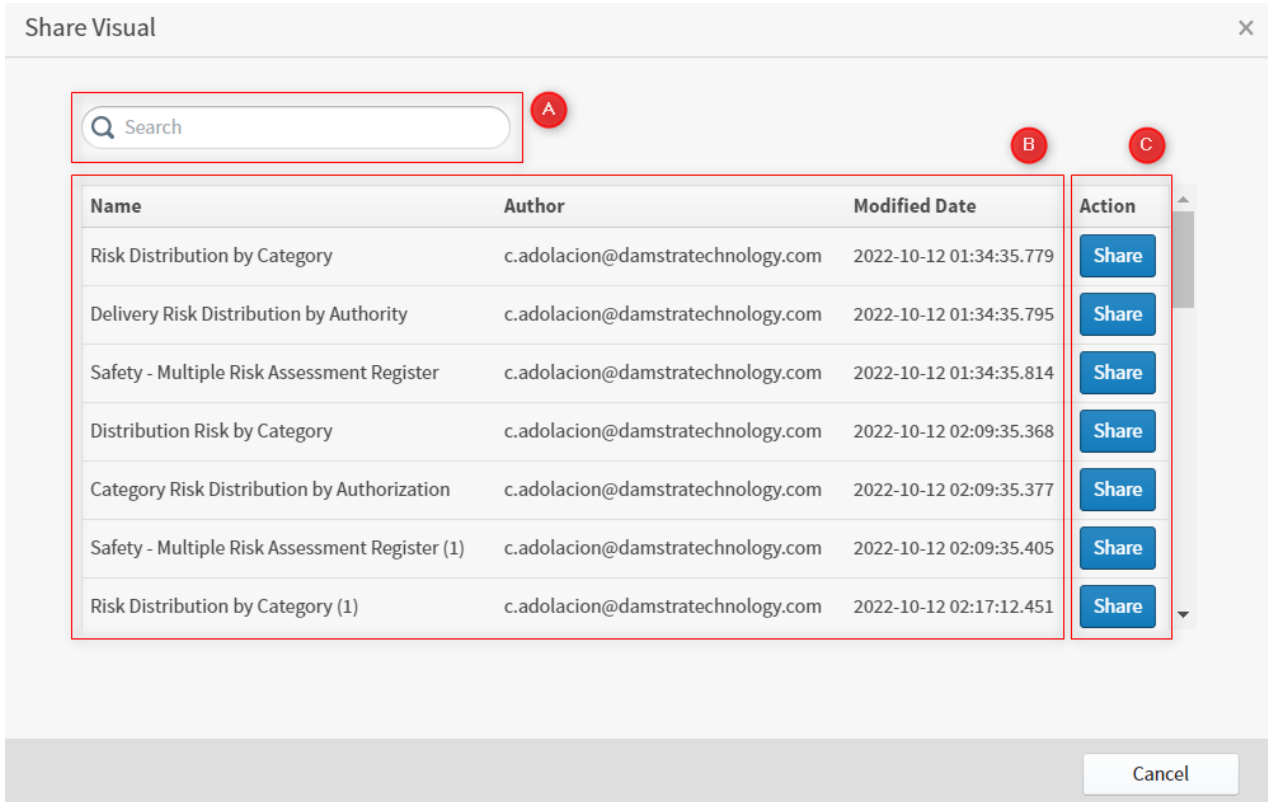
1. Open the “**Visual Gallery**” from the menu.



2. Click the “**Share Visual**” button.

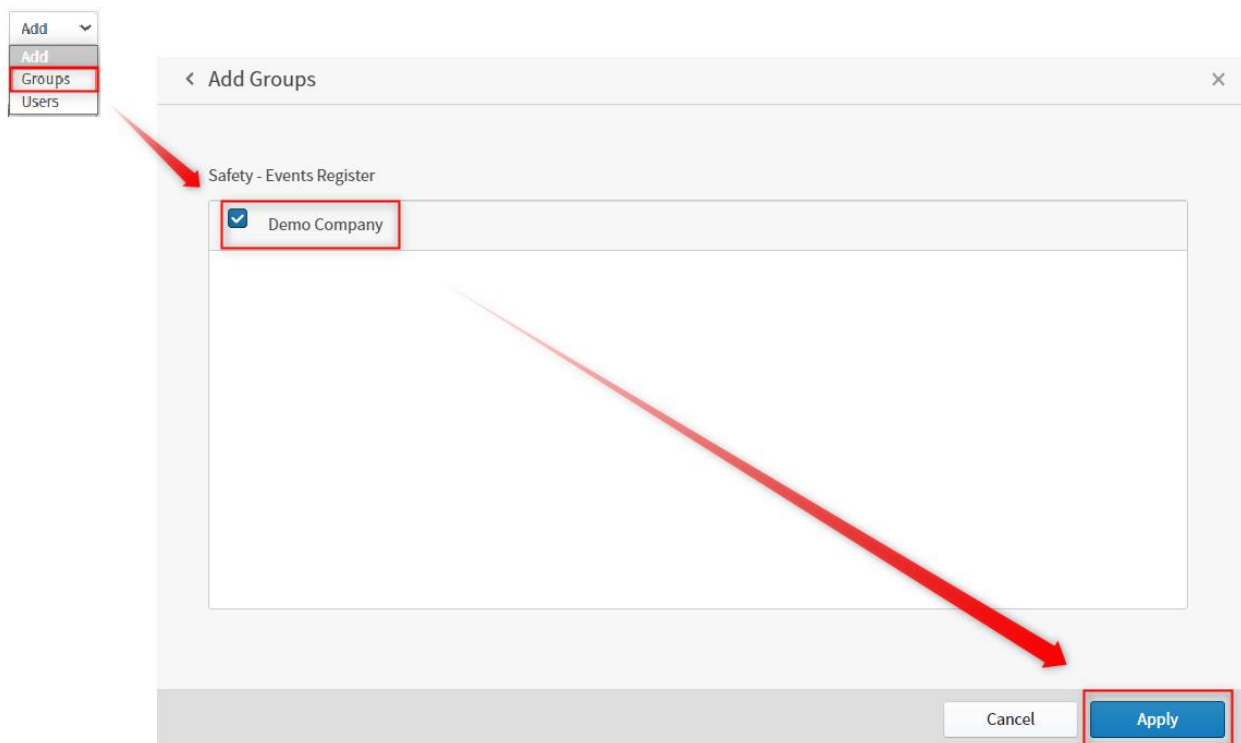


3. Search through the available visuals and click the “**Share**” button corresponding to the item you want to socialise.
  - A. **Search** – You can type in the name of the visual you want to share.
  - B. **List** – List of the available visuals.
  - C. **Share** – Share button.

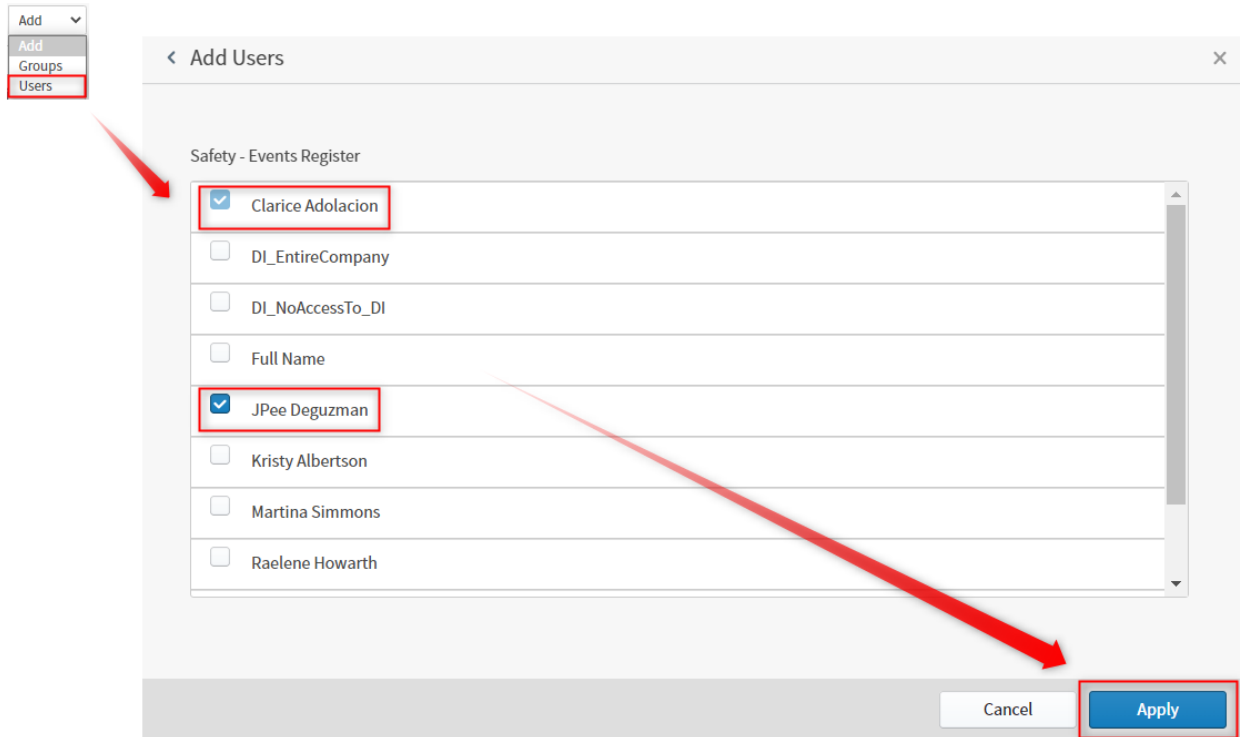


4. From the drop-down menu, choose “Group” or “Users”.

- **Group** – All users for your organisation are automatically assigned to the client group. Select a group from the list, tick the required group then click “Apply”.




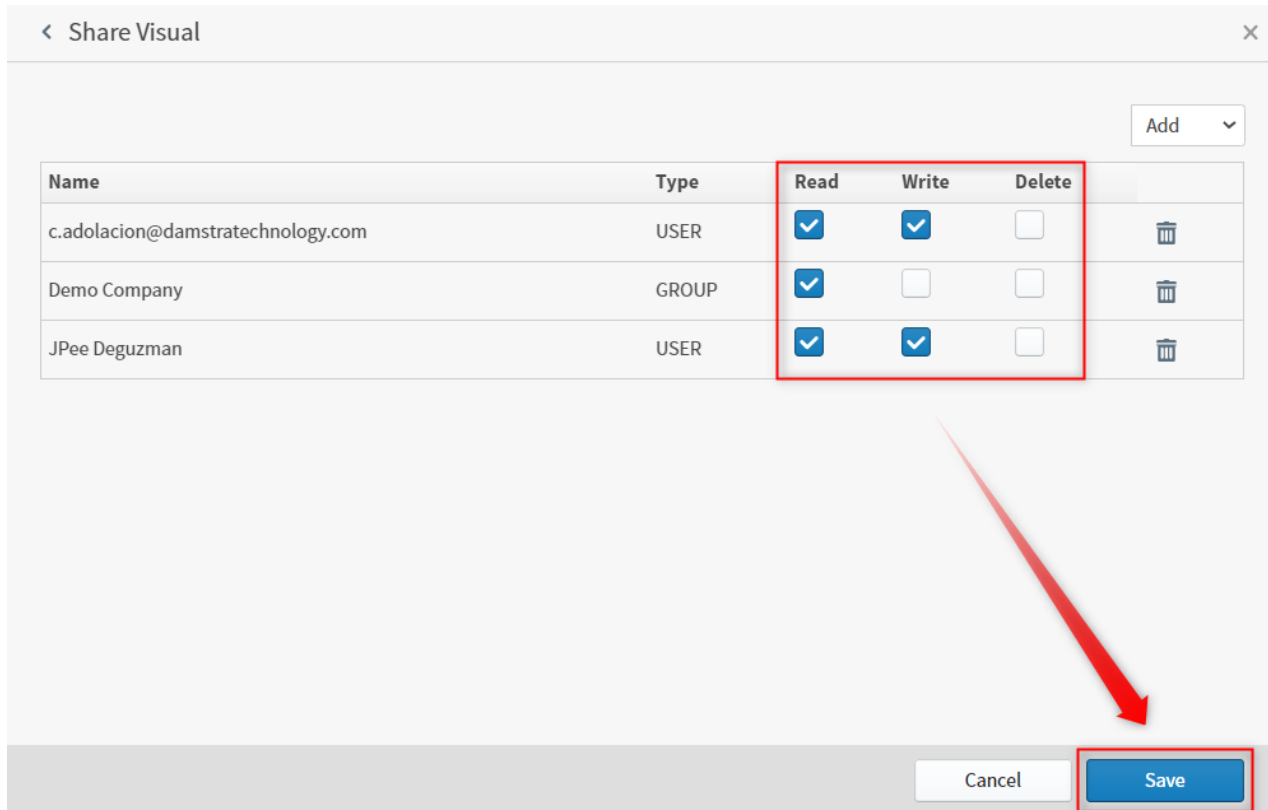
- **Users** – Select users from your organisation. Once you have chosen the required people then click “**Apply**”.



5. Set the group/user access to the visual by ticking the access you want to give.

- **Read** – Group/User will only have Read access to the visual.
- **Write** – Group/User will have the ability to edit the visual.
- **Delete** – Group/User will have the ability to delete the visual.

Clear all check boxes OR use the  icon to remove a user or group’s access. When ready, click the “**Save**” button.



6. A pop-up screen will appear once sharing is **completed**.

