

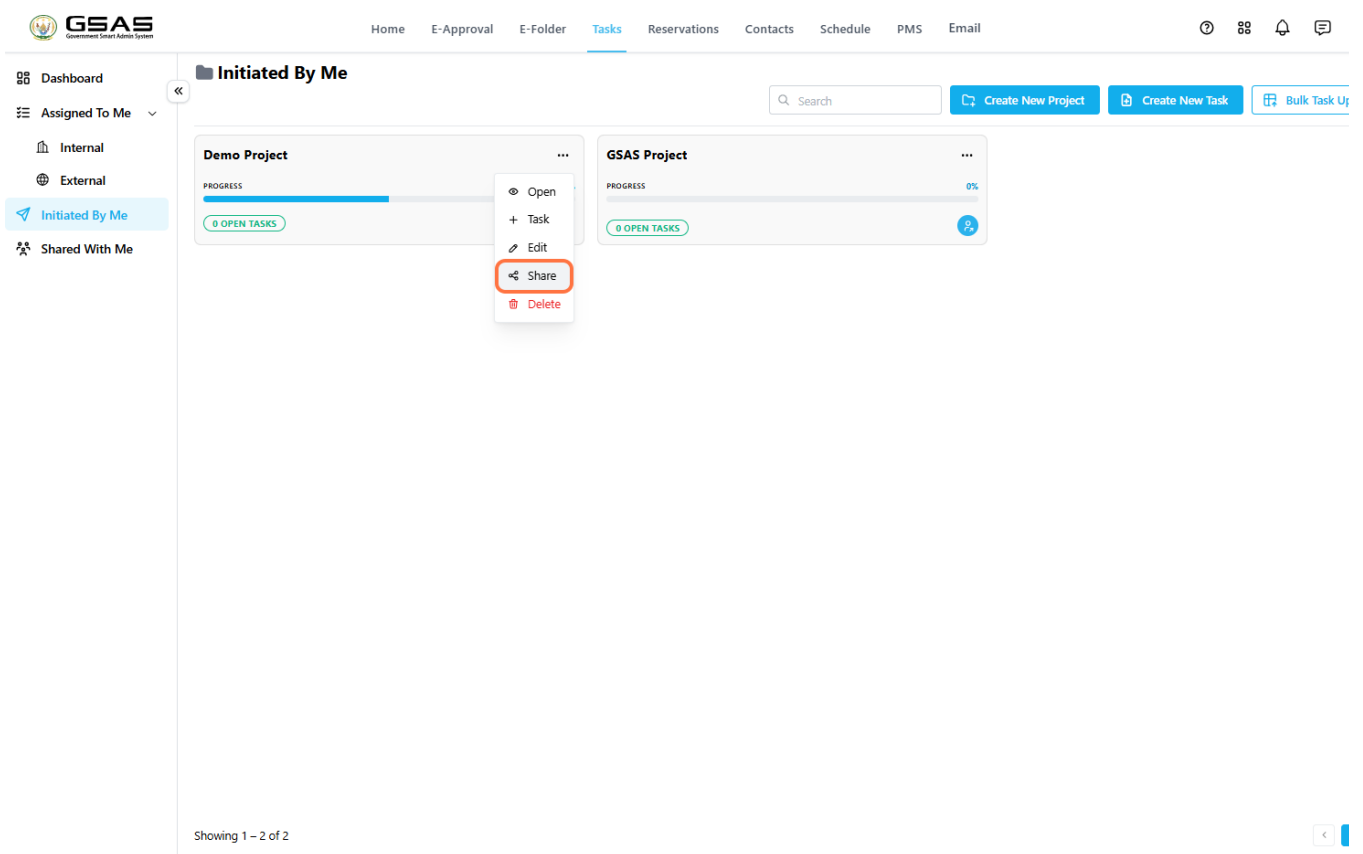
Sharing Tasks

Use **Share** to give another user access to a task project. The user the task has been shared with can access it from **Shared with Me** within the Tasks module.

Before you begin: You must have permission to manage or share the task project.

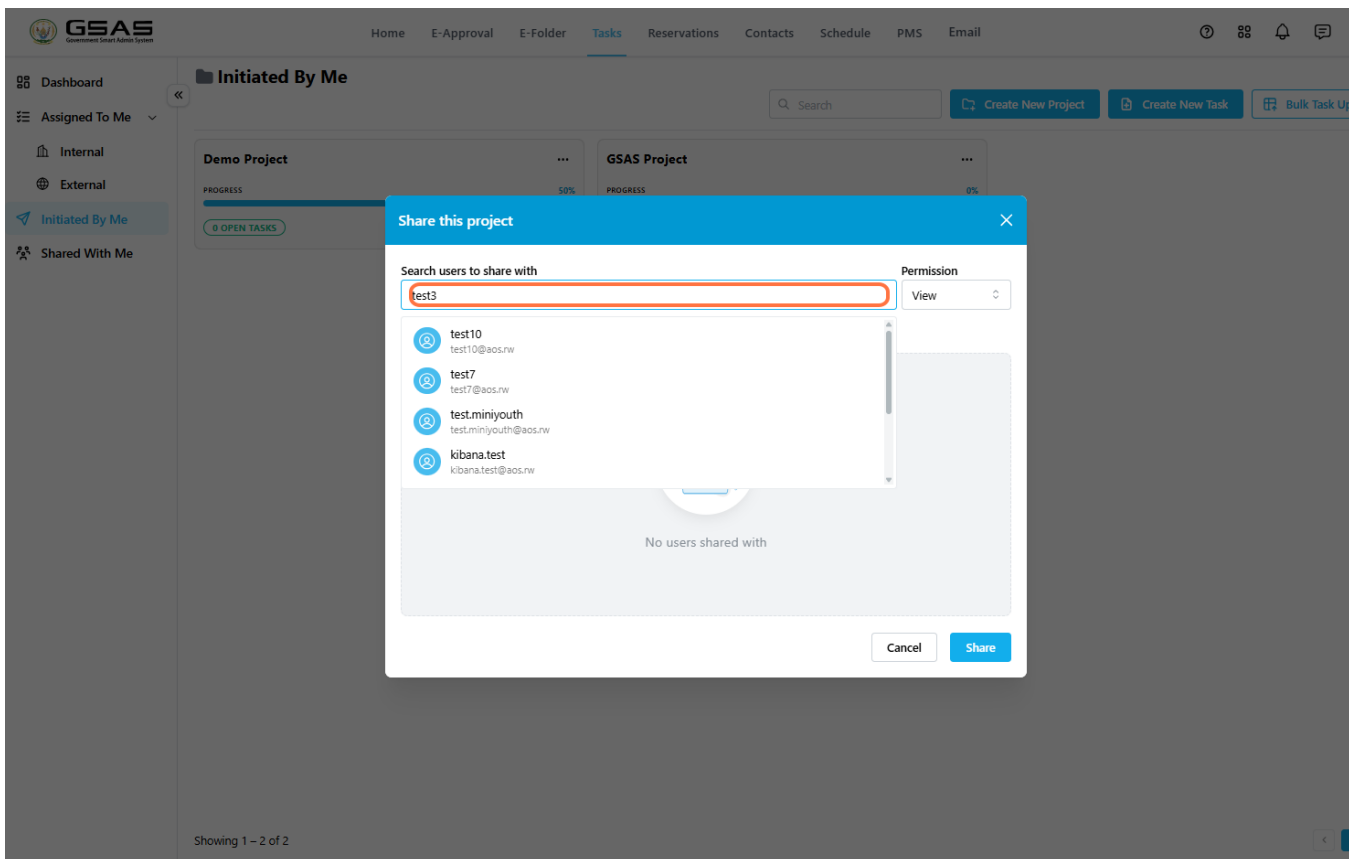
Open the Share Window

1. Go to **Tasks**.
2. Click **Initiated By Me**.
3. Find the project you want to share.
4. Open the project options menu and select **Share**.

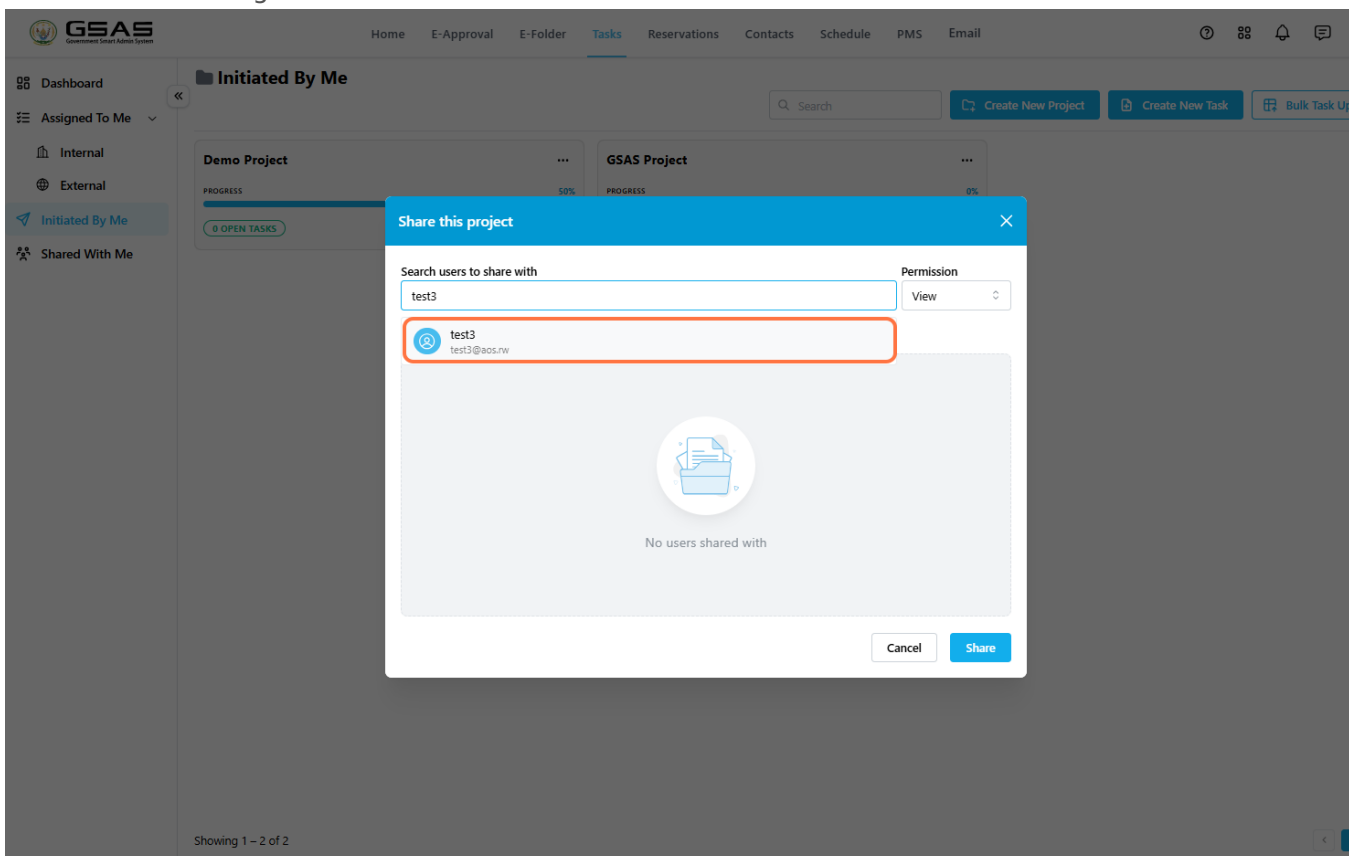


Search for the User

1. **Search** users to share with by user name.



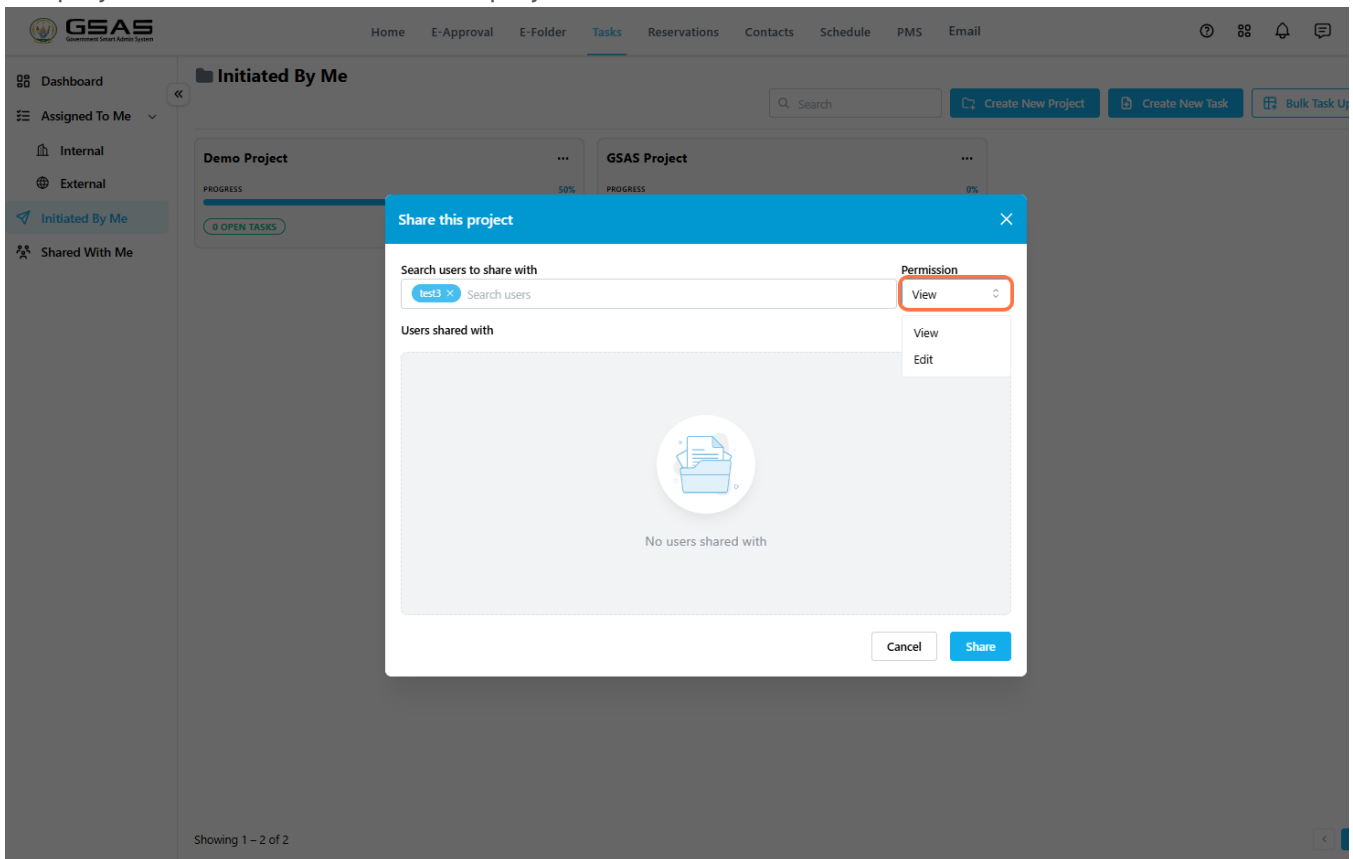
2. Select the matching user from the search result.



Choose Permission

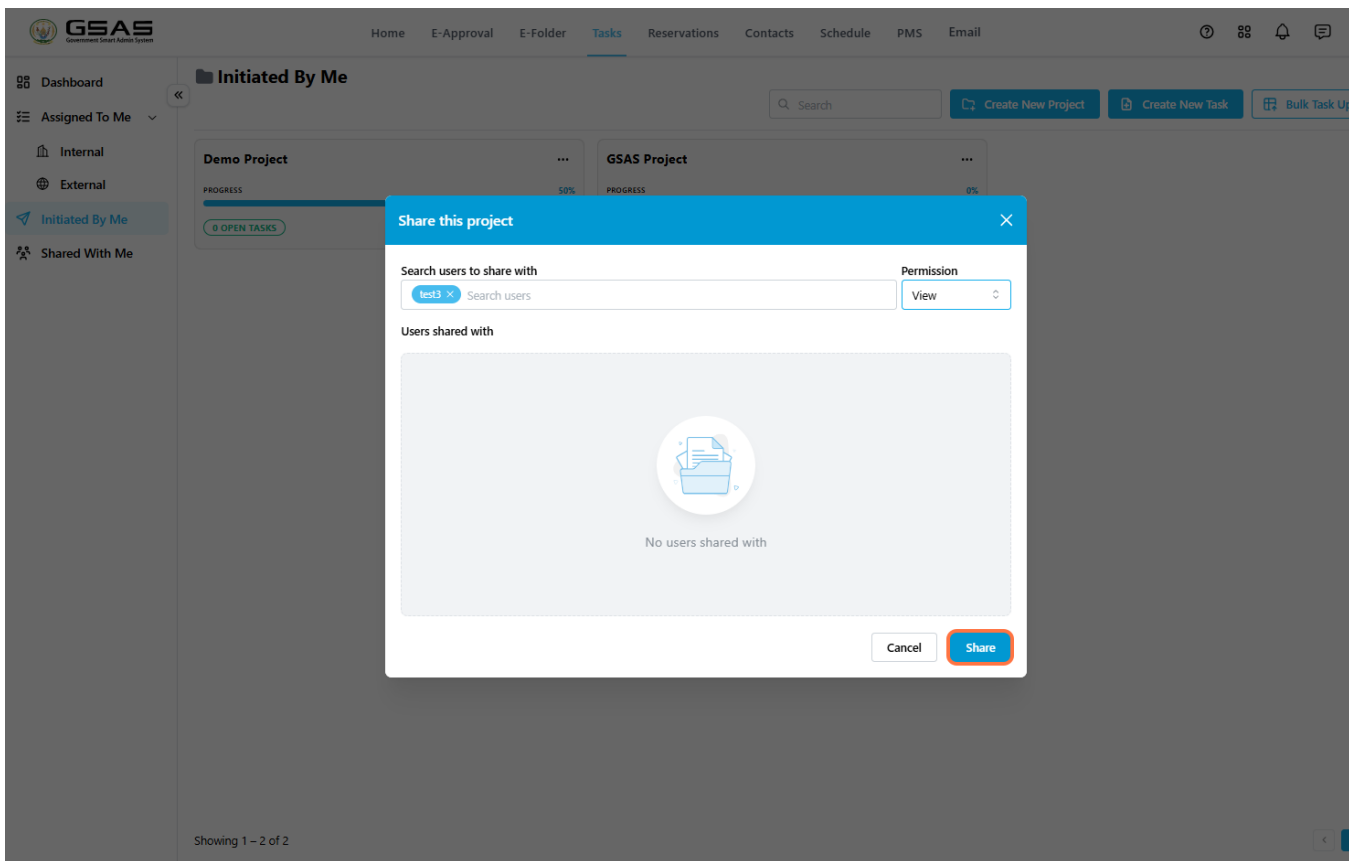
Use the **Permission** dropdown to choose what the shared user can do in the project.

- **View:** Allows the user to view the shared project.
- **Edit:** Allows the user to make changes to the tasks within the project, create new tasks within the project, and re-share the shared project.



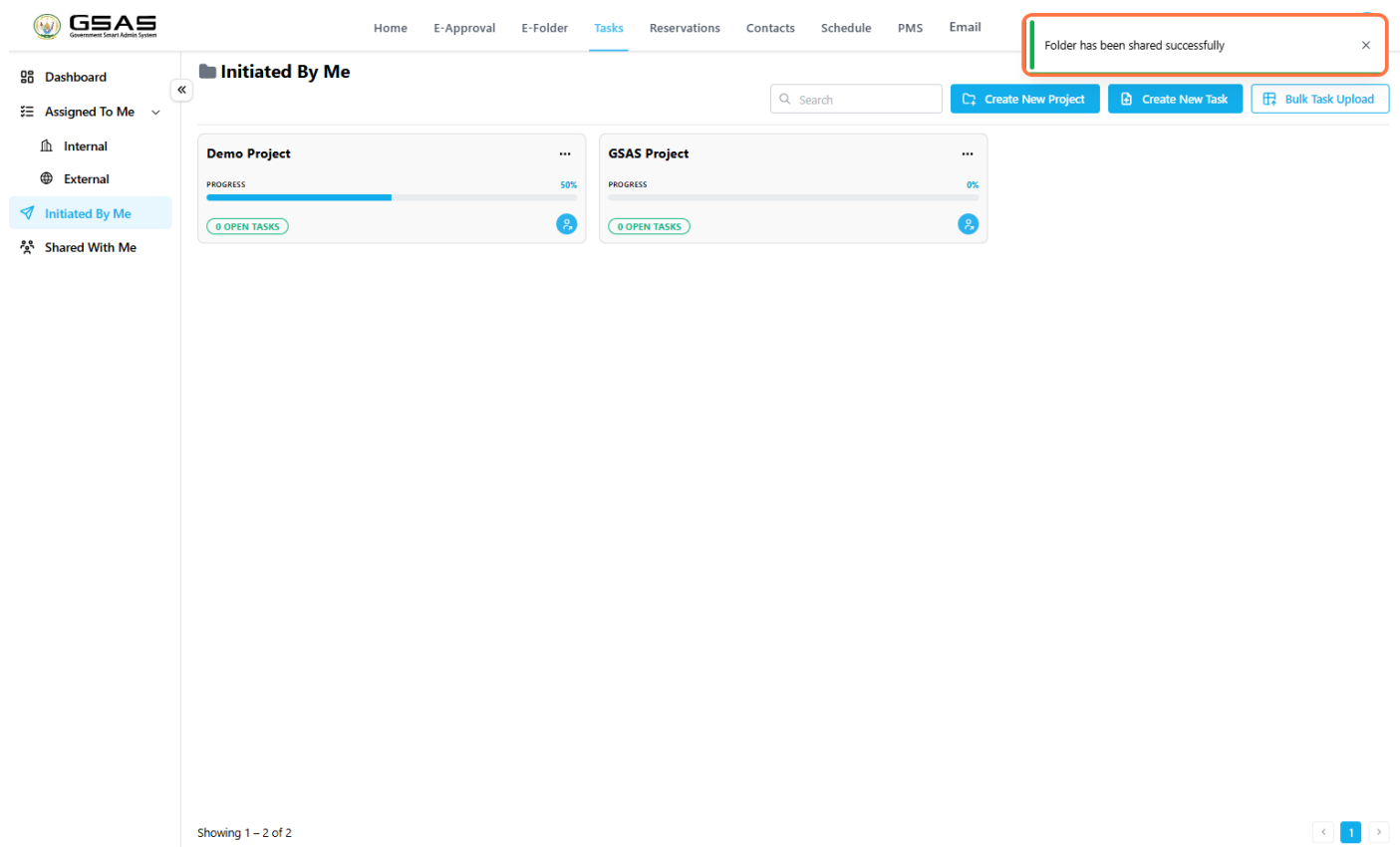
Share the Project

1. Confirm that the correct user is selected.
2. Confirm the selected permission.
3. Click **Share**.



Confirm the Success Message

After sharing, the system displays a success message confirming that the project has been shared.



Expected Result

The selected user receives access to the shared task project in their **Shared With Me** folder. Their level of access depends on the permission selected during sharing.

Notes

- Sharing a project gives another user access to the project; it does not automatically assign tasks to that user.
 - Use **View** when the user only needs visibility.
 - Use **Edit** only when the user should be allowed to update the shared project.
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