

# A402 - Sharing your Contract Workspaces with a Convergence user

## Overview

Convergence Contract Workspaces allow you to share information with your colleagues, already using Convergence, as well as collaborating with them on common projects.

To achieve that you can :

- Enable your colleagues to edit your Contract Workspaces so they can work along with you
- Share private attachments only with specific people
- And still use the Chatter to work and collaborate in an efficient and fluid way !

## Table of content

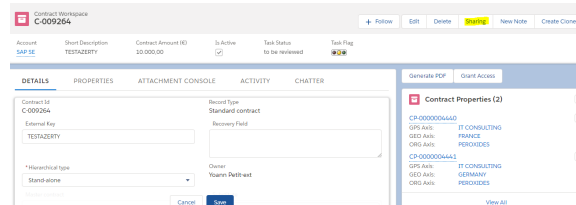
- [Enable people to collaborate on your Contract Workspaces](#)
- [Share private attachments](#)

## Enable people to collaborate on your Contract Workspaces

Convergence allows you to give access to your Contract Workspaces to colleagues in edit mode so they can work along with you.

### STEP 1

Access your Contract Workspace and click on the **"Sharing"** button

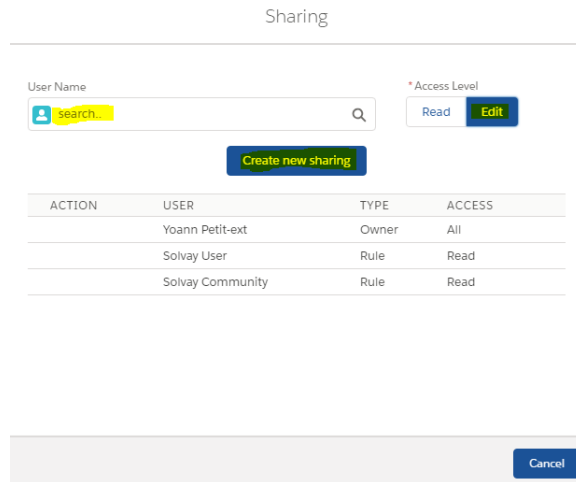


### STEP 2

On the next screen is displayed the list of user and group sharing of your contract workspace.

To add somebody enter the name in the **"User Name"** field and click on the **"Create new Sharing"** button.

Choose the "Access Level" **"Edit"** if you want your colleagues to be able to update your Contract Workspace, or **"Read"** if you want them to be able to access it only, in case of a private contract.



## Share private attachments

As we have seen earlier you can make your Contract Workspace's attachment private. By doing so, you are the only one who can access it. You can also share it with only specific people.

### STEP 1

Access you Contract Workspace and click on the **"Share"** button of its **"Attachment Console"** tab

Contract Workspace  
C-009264 + Follow

Account: SAP SE | Short Description: TESTAZERTY | Contract Amount (€): 10,000.00 | Is Active:  | Task Status: to be reviewed | Task Flag:

DETAILS | PROPERTIES | **ATTACHMENT CONSOLE** | ACTIVITY | CHATTER

[Upload Files](#) | Or drop files | [Share](#)

ACTION	FILE	NAME	PRIVATE	IS ACTIVE?	TYPE	DESCRIPTION
▼	<a href="#">Preview</a>	Penguins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Initial	

**STEP 2**

Enter the name of the person you want to share your private file with in the "User" field and then press the Enter key to find.

Then click on the name to select the person.

Sharing Private Files: C-009264 Add Users

[Go Back](#)

New sharing:  + Required Information

[View Private Files](#)

FIRSTNAME	LASTNAME	TYPE
<input checked="" type="checkbox"/> Marc	Stegert	Manual Sharing
<input checked="" type="checkbox"/> Gpn	PLB	SuperUser
<input checked="" type="checkbox"/> Wain	Petr-ext	SuperUser

**STEP 3**

Once you are done, click on the "Add share" button. The person you selected will be added to the "View Private Files" list of your Contract Workspace with the type "Manual Sharing"

Once your list is up to date you can use the "Go Back" button which will bring you back to your Contract Workspace

Sharing Private Files: C-009264 Add Users

[Go Back](#)

New sharing:  + Required Information

[View Private Files](#)

FIRSTNAME	LASTNAME	TYPE
<input checked="" type="checkbox"/> Marc	Stegert	Manual Sharing
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