

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 !

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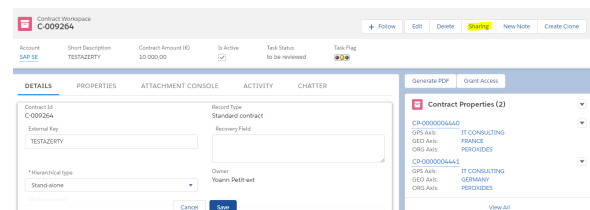
- [Enable people to collaborate on your Contract Workspaces](#)
- [Share private attachments](#)

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.

Sharing

User Name

* Access Level

ACTION	USER	TYPE	ACCESS
	Yoann Petit-ext	Owner	All
	Solvay User	Rule	Read
	Solvay Community	Rule	Read

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

STEP 2

Then click on the name to select the person.

STEP 3

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

Go Back

New sharing

Required Information

Marc Shapton

Q

View Private Files

	FIRSTNAME	LASTNAME	TYPE
X	Marc	Shapton	Manual Sharing
X	Tom	Fluh	SuperUser
X	Youni	Redd ent	SuperUser