

Share a Process with Other Users

Last Modified on 11/28/2017 6:03 am EST

v8.3.4 and later

When you share a process with other users, the recipients are granted View access to the process. If you share the process with a user or group that does not have privileges to the process, they cannot modify it.

You can share to specific users, departments, or organization roles.

Share from Flowtime

The screenshot displays a process management interface for 'Process #2147500818'. On the left, there are two property sections: 'Activity Properties' and 'Workflow Properties'. The 'Activity Properties' section shows 'Created' as 12/06/2017 and 'Permission' as Full Control. The 'Workflow Properties' section shows 'Workflow Name' as Atara Test 1, 'Created' as 12/06/2017, 'Owned By' as Atara Lindenfeld, and 'Last Updated' as 20/06/2017. Below these is a 'Form1' icon. The main area shows a process flow with steps: 'Request Form', 'Direct Manager Approval', and 'CEO'. A 'Form1' tab is active at the top. A 'Share' button is highlighted with an orange box in the top right corner. Other buttons include 'Questions(3)', 'Comments(0)', 'Process Wall', and a print icon. At the bottom of the flow, there are three buttons: 'Test1', 'Test2', and 'Submit'.

Share from Questions



Process Wall Questions

Ask a Question

To:

Analyst



Subject:

Workflow Review

Ask a Question:

Hi,

Please review the workflow instance.

Question Mode:

Public



Attach File

Share this process with the recipients

Send

Select Recipients

All Users 



- Carrie Yates
- Claudia Ford
- Conrad Ward
- Derek Bennett
- Dominick Abbott
- Ella Cole
- Emily Rowe
- Ervin Burns
- Jan Palmer
- Jemaine Long
- Joel Valdez
- Joy Morales
- Krystal Hogan



Add a Note:

[Manage Recipients List](#)

Send & Close