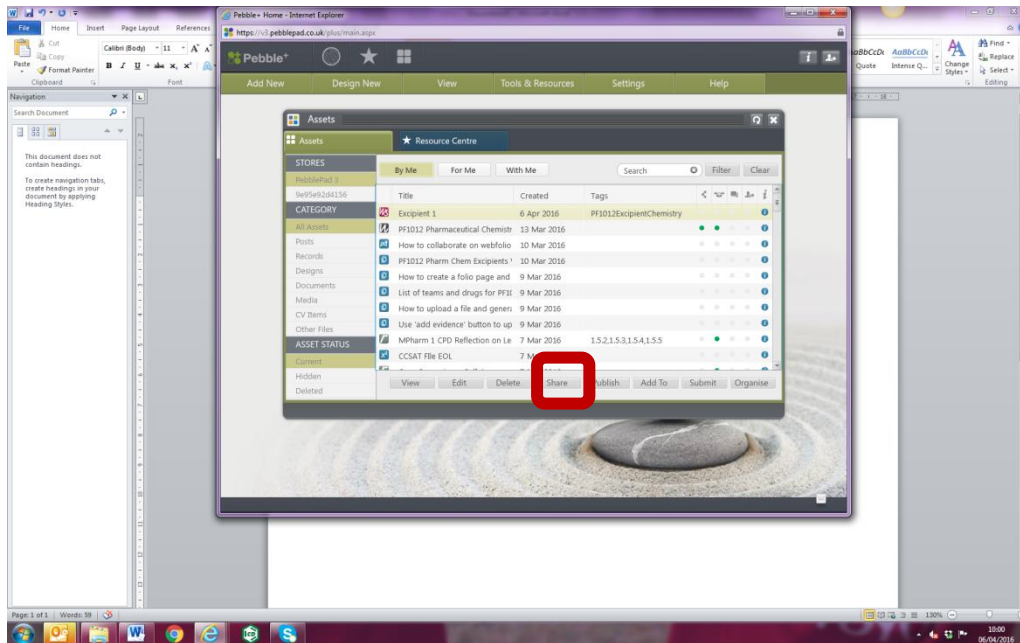


How to add a worksheet to the collaborative webfolio so that it appears in the collection.

The only way this can be done currently is that you share the worksheet with the team leader.

What you must do

In your assets store 'by me' click on the worksheet you would like to share, click Share

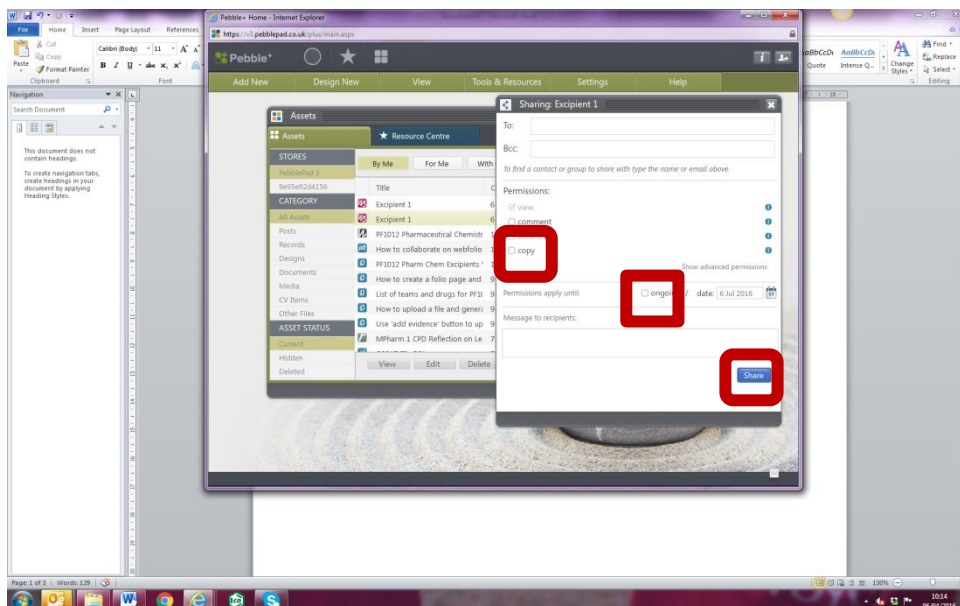


The following screen will appear, fill in the email address of the team leader in the 'to' box

Under permissions, tick copy

Under permissions apply until – tick ongoing

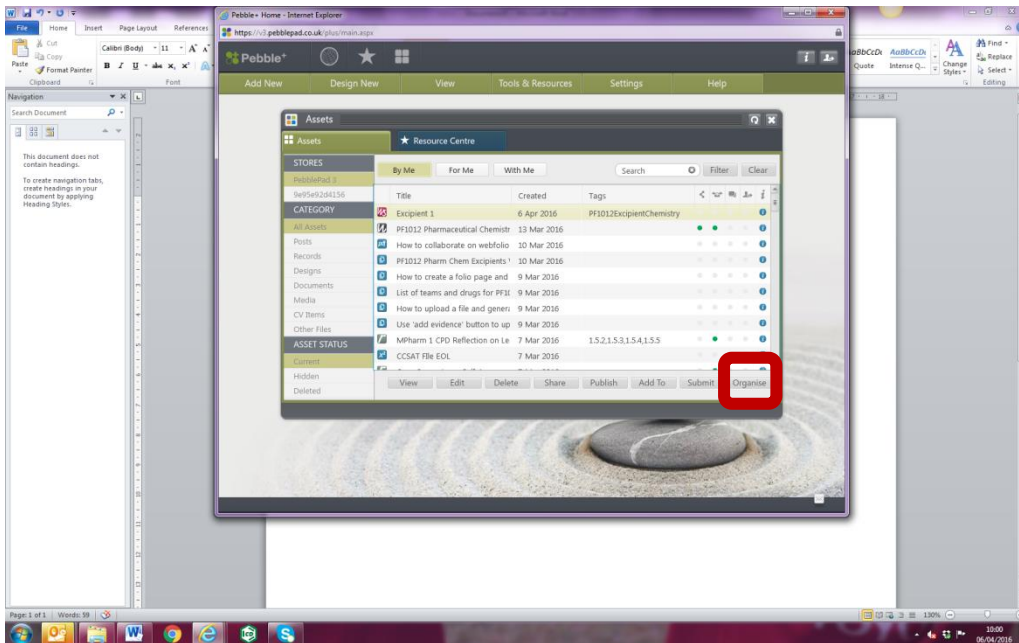
Then tick 'share'



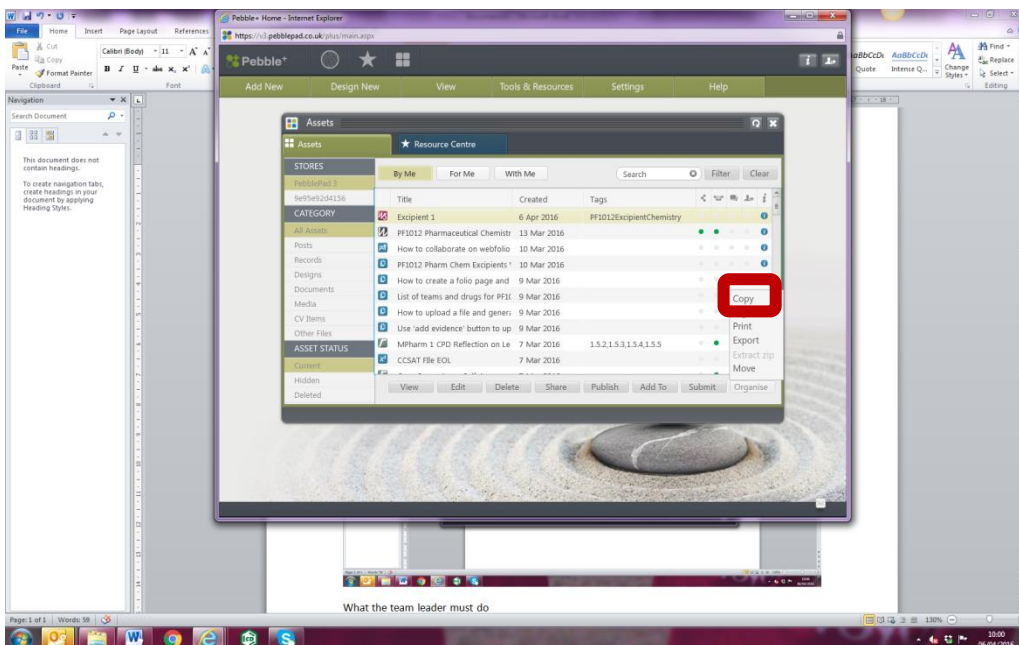
After you have shared it – it will be in the recipients assets store in the ‘for me’ section

What the team leader must do

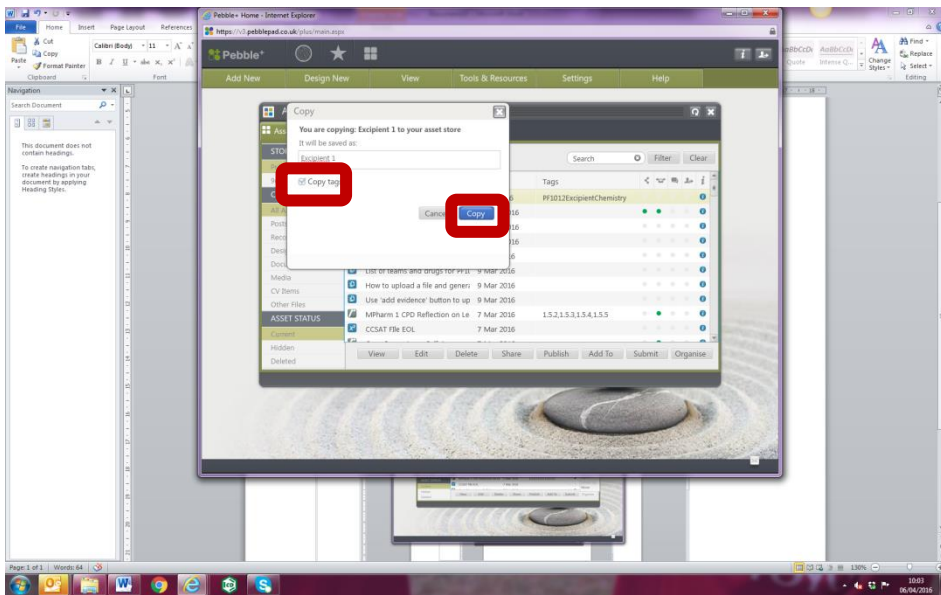
In your assets store ‘for me’ click on the worksheet that was shared with you, click organise



Then select copy,



This window will appear, ensure the ‘copy with tags’ is ticked and select copy again



It will now also be in your asset store in the 'by me' section and because we have it pre-tagged it will automatically go into the collection