



Share a Saved View

1. Click **Saved Views**.
2. Find the view you want to share with others.
3. Click the **Share this view with another user** icon to the right of the view.
4. Click in the **Share With** field and type the name(s) or email address(es) of the user(s) with whom you wish to share the view.
5. Once the user is found, click on the user.
6. Repeat steps 4 & 5 as needed for additional users.
7. Click **Share**.

NOTE: Once a view is shared, the person with whom the view was shared will receive an email. Next time they login to Alden ONE, they will see the shared view under **Your Saved Views (Saved Views > (Your Saved Views))**.