

User's Resource Sharing

This page contains instructions on how a user can share some or all of their resources with others.

- [Overview](#)
- [Add share](#)
- [Current shares table](#)
- [Remove share](#)

Overview

VoipNow enables users to share resources such as call history, voicemails or call recordings with a group or with every person in their organization. The **Resource Sharing** management page allows you to:

- define a new share
- view the user's shares
- remove shares

Add share

You can add a share from the **Manage Shares** section by setting up these options:

- **Resource:** Select the resource you want to share, i.e. call history, faxes, recorded calls or voicemail messages.
- **Share with:** Select if you want to share resources with **Some users only** or with **Everyone**.
- **Share with Groups:** Choose the user groups you want to share the resource with. This field is displayed only if you have selected a resource to share and the option to **Share with some users only**. If you click the [Change](#) link, the **Choose Groups to Share Your Resources with** pop-up will be displayed. To add a group to your list of shares, select its corresponding checkbox and click the [Add Selected Group\(s\)](#) link.

After you have set up your share, just click the **Update** button. Your newly configured share will be displayed in the **Current Shares table**.

Current shares table

VoipNow displays the following information about each user group:

- **Resource:** The resource shared by the user.
- **Shared with Groups/Everyone:** The users group(s) that the resource is shared with. You can click the group's name and a pop-up listing all the group's users and their extensions is displayed. If the resource is shared with everyone, this is specified.

Remove share

To remove a share:

1. Select its corresponding checkbox in the table and click the [Remove Selected](#) link on top of the table.
2. Click **OK** to confirm removal. To return to the previous page without removing the share, click **Cancel**.

Related topics

[Call Reports](#)

[Faxes](#)

[Recorded Calls](#)

[Voicemail Messages](#)