# **User's Resource Sharing**

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

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## 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 **Re source 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 <u>Change</u> link, the <u>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 <u>Add Selected Group(s)</u> link.
  </u>

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**.

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