

# Sharing a Publication with a User or Group

The following sections describe how to share an item with a user or collaboration group. To make it available to the public, you must be a curator *OR* submit it for review first.

## Specifying User or Group Access

To share with a user or collaboration group

- From the Update page, the **Access to the** panel lists who initially has access to the item based on your user role.
  - As a **Public** user, you have access, along with any Researcher or Curator.
  - As a **Researcher**, you have access, along with any Curator.
  - As a **Curator**, you have access, along with any other Curator.
- Next to **Access to the...**, click **Add**. The access information panel opens.

Access to the

Add

Group Name	Access	
Curator	READ WRITE DELETE	
Researcher	READ	Edit

User Login Name	Access	
ru	READ WRITE DELETE	Edit

- Select **Collaboration Group** or **User**. Click **Search**. A list appears next to that button. From the list, select a group or user.

Access By\*

☒ Collaboration Group ☐ User ☐ Public

Collaboration Group Name\*

Search

--select

Access to the

--Select--

Save

Cancel

- From the **Access to the...** list, specify **READ** (only) or **READ WRITE DELETE** access.

Public Access to

If you are a curator and select **Public**, **Access to** is pre-populated with **READ** (only) and cannot be changed.

- Click **Save**. The system updates the access information panel and updates the item in My Workspace.

## Editing and Removing Access

To edit the access: From the Update page, in the **Access to the ...** panel, locate the access entry you want to edit. Next to that entry, click **Edit**. Make changes to the access and click **Save**. The system updates the access information panel.

Access to the

Add

Group Name	Access	
Curator	READ WRITE DELETE	
Researcher	READ	Edit

To delete a listing: From the Update page, click **Edit** next to the access entry. From the access information panel, click **Delete** and confirm the deletion. The system updates the access information panel and updates the item in My Workspace.

Access By\*

☒ Collaboration Group ☐ User ☐ Public

Collaboration Group Name\*

Search

--select

Access to the

--Select--

Delete

Save

Cancel

