Set or Change Filter Sharing

You can share your filters with other users. Sharing a filter makes it available to the specified users to be applied to gadgets in their dashboards. The shared filter appears in the user's Filters tab and can be viewed from there. The user cannot modify the filter itself, but can copy it to create a new filter.

Refer to the table for details on sharing options:

When you share by...	Filter is available to...
Role	Users at any division who have a specific role.
Division Type	Users at that type of division, such as provider facility or mobile provider, who have the specified role.
Division	Users at that specific division who have the specified role.

You can share the filter with any combination of the options listed in the table.

In addition to sharing the filter when you create it, you can share an existing filter. You can also remove shares from your filters. When you do, those roles and users no longer have access to it.

To set or change sharing

1. Click the **Filters** tab.
2. In the left pane, click the **Find Filters** link. A window opens.
3. Select the appropriate tab:
   a. **My Filters**
   b. Your division or region
   c. **All**
4. Click the filter you want to change. The window closes and the **Filters** tab shows the details for this filter.
5. If you want to see the search results before adding the share option, click **Search**.
6. Click **Save**. The *Save* window opens.
7. To share with a specific role:
   a. Click the first **Add Share** drop-down and select **Role**.
   b. Click the second field and select a specific role.
   c. Click **Add**.
8. To share with a type of division:
   a. Click the first **Add Share** drop-down and select **Division Type**.
   b. Click the second field and select a type.
   c. Click the third field and select a specific role.
   d. Click **Add**.
9. To share with a specific division:
   a. Click the first **Add Share** drop-down and select **Division**.
   b. Click the second field and select the specific division.
   c. Click the third field and select a specific role.
   d. Click **Add**.
      Tip: To share with multiple individual roles, division types, or divisions, you must add a share for each.
10. Repeat the appropriate set of steps for each additional share you want to add.
11. Click **Save**.

To remove a share

1. Click the **Filters** tab.
2. In the left pane, click the **Find Filters** link. A window opens.
3. Select the appropriate tab:
   a. **My Filters**
   b. Your division or region
   c. **All**
4. Click the filter you want to change. The box closes and the **Filters** tab shows the details for this filter.
5. If you want to see the search results before making the change, click **Search**.
6. Click **Save**. The *Save* window opens.
7. Click the minus icon to the left of the share option.

8. Repeat step 7 for any other share options you want to remove.
9. Click **Save**.