

## Using the Share tool

You can share any of your projects for a temporary period of time with other people who do not have access to the SKiN system. The following instructions will provide a step by step guide on how to share a project.

### Before you begin

Before you share a project, make sure that you have the project set up showing the information that you would like to share. If you need assistance getting your data into SKiN and styling it please refer to the following sections:

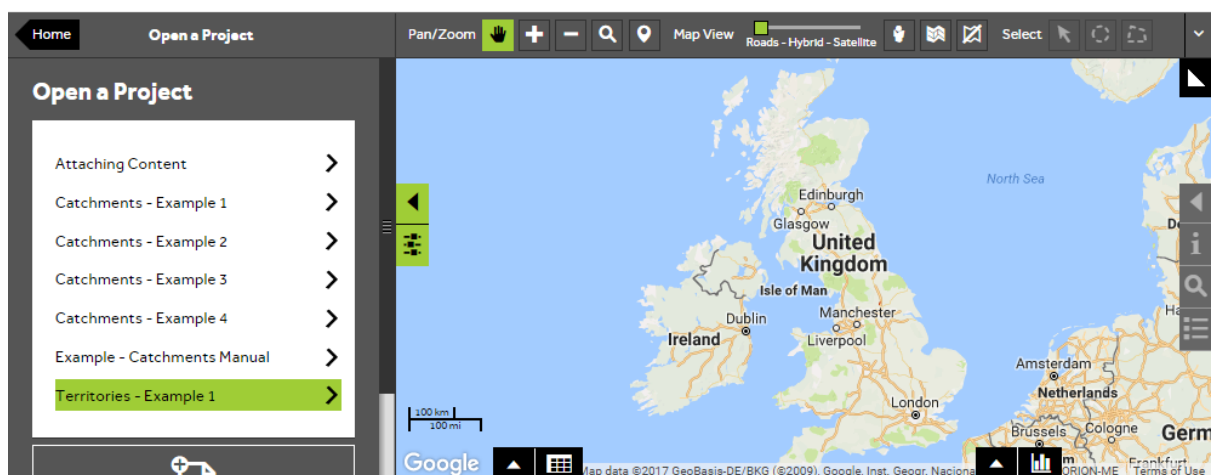
- Territories Steps - Create Project
- Territories Steps – Import Data



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### Open the project

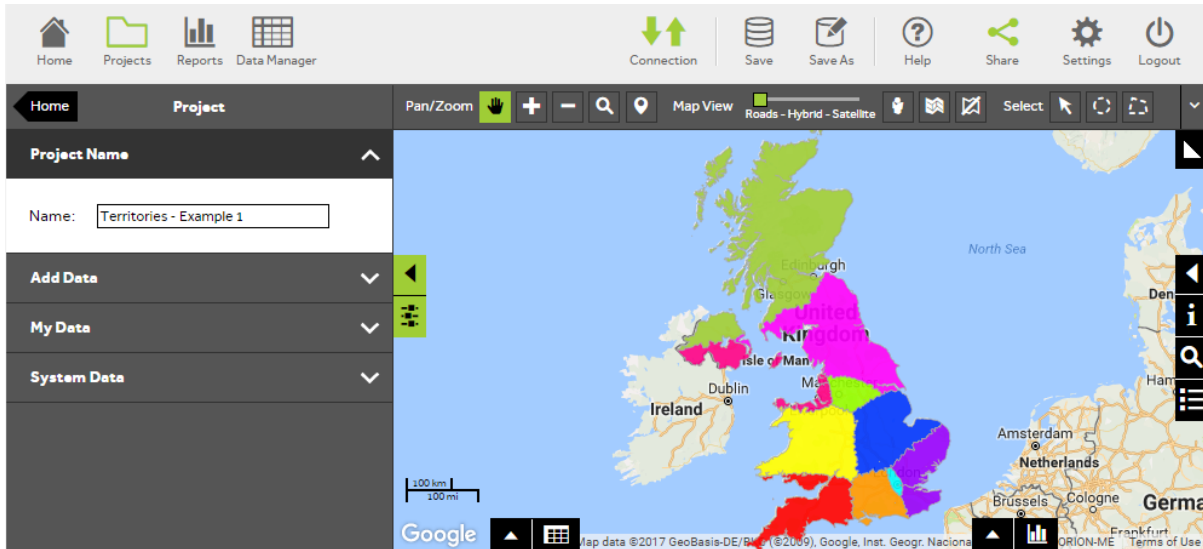
- To **Share** a project with other people who do not have access to SKiN, you firstly need to open the project in SKiN. After logging into SKiN, select **Open an existing project** and select the project that you wish to share.



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## Choose to share project

- To share the project, click on the **Share Project** button in the top-right of the screen.

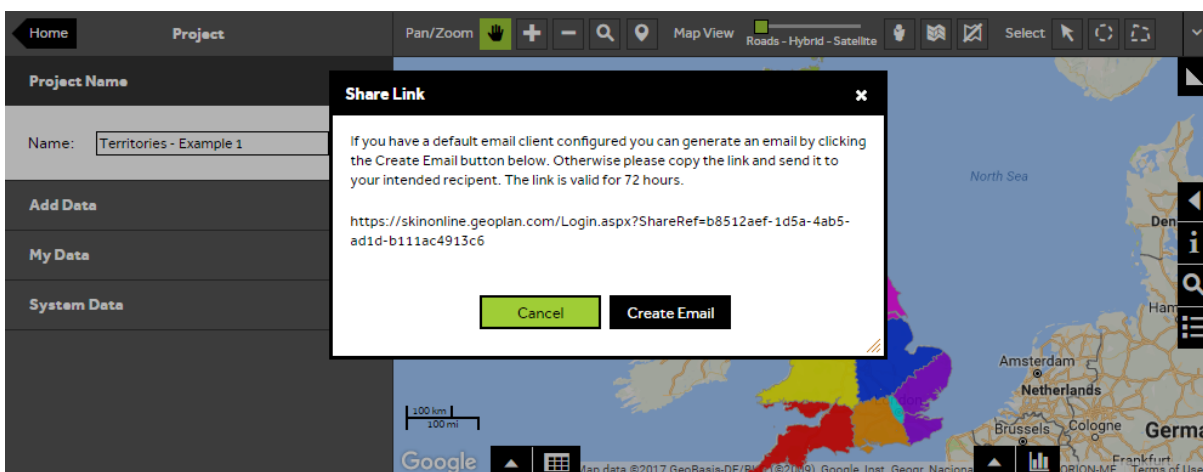


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## Set up a share link to your project

- A dialogue box will be shown when the **Share** button is clicked and this will allow you to copy a url link to send to a colleague or open a new email in your default email, containing a hyperlink to your SKiN project. To **Copy** the link simply highlight it by clicking and dragging over the url link with your mouse. To create an email select **Create Email**.

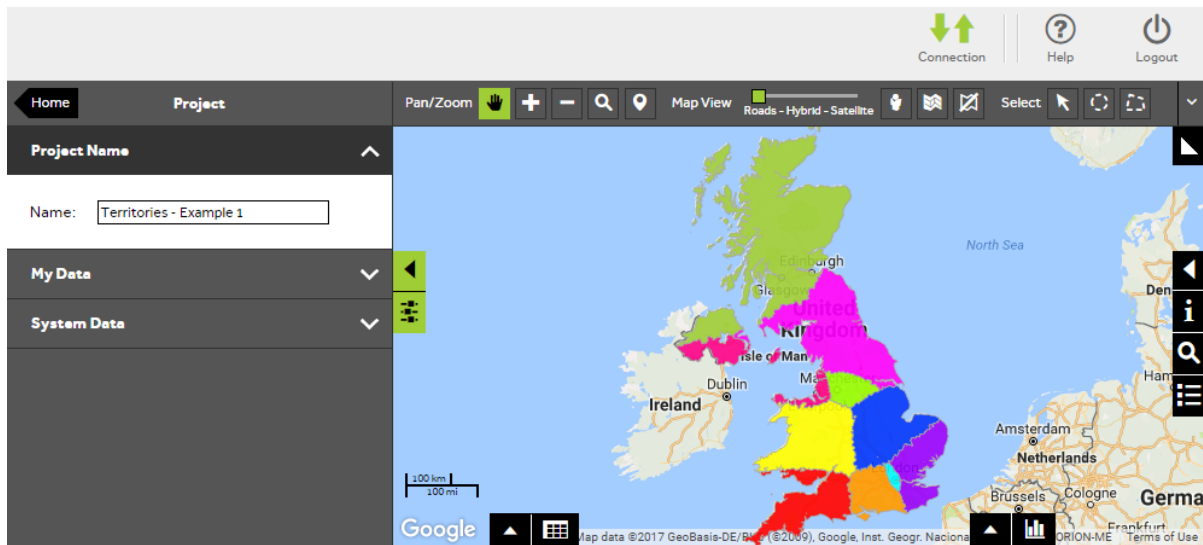
You may see a windows message asking of you want to leave this site. This is because the process will open an email window. You may therefore select 'Leave'.



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## Recipient accesses project

- Once the recipient has access to the link to your project, they can paste it into their web browser to access the project. The project will be available for **72 hours** after the link was created. The user will not be able to edit the project or data in any way, it is automatically setup as a read-only project.



## What do you want to do next?

You may wish to export your Territories to a file or create a report. Please refer to the following sections for further assistance:

- Refer to: **Territories Steps - Create Output – Print (OSM)**
- Refer to: **Territories Steps - Create Output – Print (Google)**
- Refer to: **Territories Steps - Create Output - Report**
- Refer to: **Territories Steps - Create Output - Export**
- Contact: **Geoplan Support**