



Sharing Elements

media-x
Powerfully Simple

Sharing Elements With Others

Sharing elements with other users is accomplished by sharing a template and **publishing** it. The user can then select the elements in the template that they wish to use. However in order to publish templates you are required to have been given permission to do so, and this is controlled by the set-up of your account by Media-X.

When you are granted permission to publish, you will see a 'P' when you click the sharing icon for a template (Fig. 1). The default is that nobody who has access to your template has the publishing permission and you need to toggle the publish permission to on, for anyone you wish to have it. Of course you, the owner automatically have the publish permission

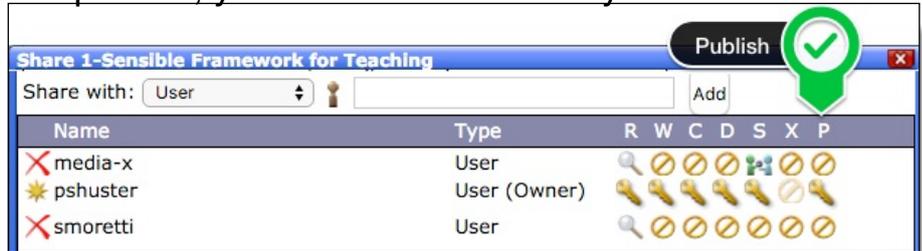


Figure 1 - Publish permission in Sharing

turned on. It is important to know that those with whom you are going to share your elements with will not be able to modify them, and that you will have access to all the data they collect when they use your elements in templates that are shared with you.

When the user whom you gave publish permission to selects **Build Templates**, they can then select the **Shared Elements** tab (Fig. 2), which will display the Shared Elements screen. This screen has a **Library** button (Fig. 3), that when selected will show a list of all the templates that have been shared with **publish** permission turned on (Fig. 4).



Figure 2 - The Shared Elements tab

All shared templates for the user will not be listed - only the ones that have the publish permission set to on will be shown and the user can choose a template at a time and then select the elements they wish to use in building their own templates. It is important that the user understands that when they use any of the shared templates, you will have access to the data they collect when you create reports.

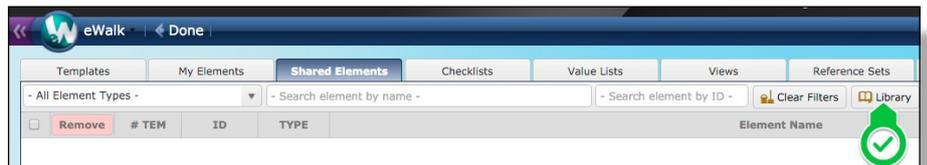


Figure 3 - The Library button

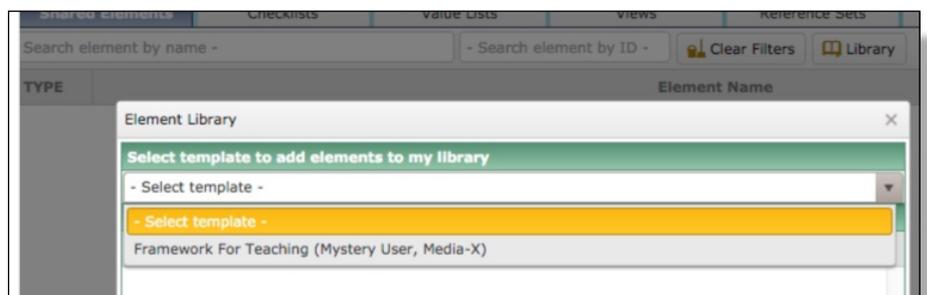


Figure 4 - Selecting a template for the Element Library

Collecting Elements from a published template

When a template is selected, all the elements are listed in the Element Library window (Fig. 5), and the user selects the ones that are desired and then clicks the '**Add Elements**' button. This closes the window and places the selected elements in the **Shared Elements** tab (Fig. 6).

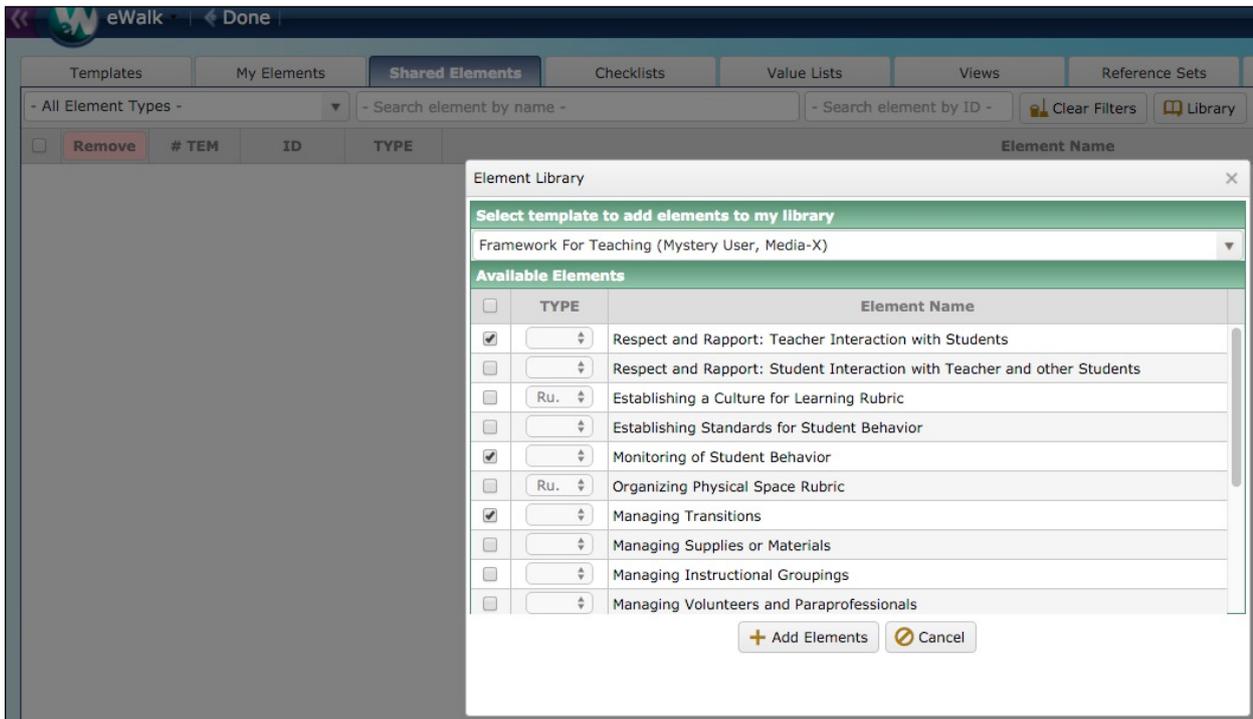


Figure 5 - Selecting elements from a published template

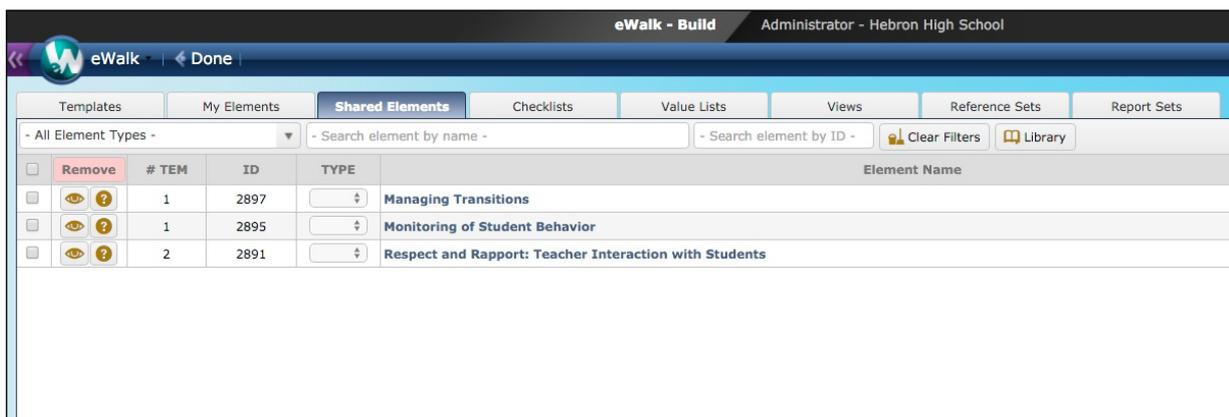


Figure 6 - The populated Shared Elements tab

Elements that have been selected will now be available when creating or editing templates. If you remove an element from the shared list, you will no longer see it when editing or building templates however if it had been previously used in a template it will remain in the template.