

Request Sharing

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When Request sharing is enabled in your account, stakeholders and team members can @mention and share the Request with others to answer questions throughout the Project lifecycle, and it will ensure visibility and access to final deliverables when the Project is complete. To take advantage of this feature, you'll need to enable the feature in your account settings and then assign the permission to the user roles who need to share Requests.

NOTE: Request Sharing is only available for Business & Enterprise Tiers.

Enable Request Sharing

To enable **Request Sharing** (https://guide.lytho.com/help/general-settings#request-sharing) for your account, navigate to the **Features** tab in your **Account Settings** sub-navigation menu. Click the toggle to the left of the **Request Sharing** option to enable this feature.

Request Sharing Allow your team to share requests with others. This feature will add a new permission and views to your account.

Manage Request Sharing Permission

To allow team members or stakeholders to share Requests, you will need to assign the **Manage Request Sharing** permission to the applicable user roles.

From the Account Settings sub-navigation, select Roles & Permissions.

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Navigate to the role you would like to assign this permission to and either click on the role or select **Edit.** Under **Requests** in the **Permissions** sub-navigation, select the toggle to the right of **Manage Request Sharing**.



Roles & Permissions						
Syste	m					
	Admin User will have complete access to all permitsions available at all times, and will be able to create and edit other Admins.					
Team Member						
	Project Manager User is assjoned all premissions related to project and task management. User is generally responsible for project oversight, work request Close Close traffic, and new work creation. Common jub titles might be: Project Manager, Taffic Coordinator, or Art Director.					
	OVERVIEW PERMISSIONS (20/31) NOTIFICATIONS MEMBERSHIP PREFERENCES					
	Administration (6/6) –					
	Edit Forms Users with his permission can add or modify form templates.					
	Manage Account Settings Users with this permission can view and update all account-level settings, including users and roles.					
	Manage Stakeholders Users with this permission can add, edit, or deactivate Stakeholders.					
	Manage Team Members Users with this permission can add, edit, or deactivate Team Members.					
	Manage Templates Users with this permission can create, edit, or delete all templates.					

Scroll to the bottom of the permissions and click**Save** when complete.

Team Member			
Project Manager User is assigned all permissions related to project and task management. User is generally responsible for project oversight, work request fulfic, and new work creation. Common job title might be Project Manager, Traffic Coordinator, or Art Director.			
OVERVIEW PERMISSIONS (29/31) NOTIFICATIONS MEMBERSHIP PREFERENCES			
Administration (6/6) –			
Edit Forms Users with this permission can add or modify form templates.			
Manage Account Settings Users with this permission can view and update all account-level settings, including users and roles.			
Manago Stakeholders Users with this permission can add, edit, or deactivate Stakeholders.			
Manago Team Members Users with this permission can add, edit, or deactivate Team Members.			
Manage Templates Users with this permission can create, edit, or delete all templates.			
Share Custom Views Users with this permission can create and share custom views. Sharing a custom view will display the same results to all users regardless of service memory income.			

Any user assigned to a role that includes the permission to **Manage Request Sharing** will be able to search for and see the names of all team members and stakeholders within your account when sharing a Request.

Share a Request

Once a Request is submitted, any user with the permission to**Manage Request Sharing** can share a Request by @mentioning another stakeholder or team member in the **Comments** tab of the Request. Begin by typing the "@" symbol and search by the first name or any part of their email of the person you would like to share the Request with. A user list will populate as you begin typing and you can click to select the appropriate user. The user's email address will display while composing the comment, and once posted, your comment will reflect their full name.



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You can also share a Request by clicking the actions menu at the top right of the Request view and selecting **Share.** Search for and select the individual(s) you would like to have access to the Request.

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View a Shared Request

When a Request has been shared with you, you will be notified by in-app and email notifications. You will also be able to see the shared Request in the **Shared With Me** view under **Requests**.

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Users that have access to shared Requests can collaborate on the Request, duplicate the Request, and download attachments and final deliverables.

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