Pro: Share projects and components

With Heatpunk pro you're able to collaborate with your team by sharing projects and components. See below how you can configure your sharing settings.

Understanding sharing options

You will have the following options when sharing projects and components in Heatpunk:

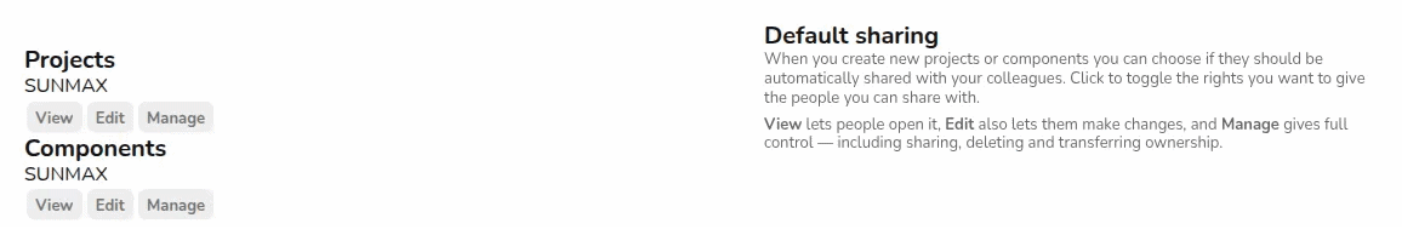
- **View**: Users will be able to view projects or use the component, but not edit it.
- **Edit**: Users will be able to view and make changes to the project or component.
- **Manage**: Users will be able view, edit and permanently delete the project or component, transfer ownership of the project and change or remove other users or team's access to the project or component

> **Note**: the **Owner** of a project will get email notifications when a document from that project is e-signed. The owner will also have Manage permission by default.

Default sharing

Each user in a Pro team can configure default sharing settings for the projects and components they create. Navigate to **My account** > **Preferences** > **General** and then **Default sharing.**

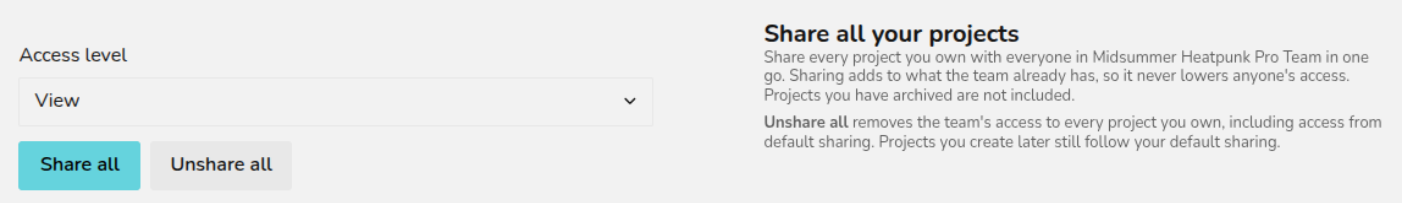
In this section, simply select which sharing permissions you would like to be granted automatically when creating a project or component.



> **Note**: This will only apply to *new* projects and components. If you would like to share old projects or components, see below for instructions.

Share all your projects

Each user in a Pro team can choose to bulk share all their projects with the team in one go. Navigate to **My Account** > **Preferences** > **General** and go to **Share all your projects**.



Select the access level you would like to give your team and hit the **Share all** button. Sharing adds to what people already have so nobody loses access they were given before. Projects you have archived are not included. This applies to all existing projects, any new projects will follow the **default sharing** rules you have set.

Unshare all does the reverse and removes the team's access from every project they own. This includes projects that you might have shared manually.

Manual sharing

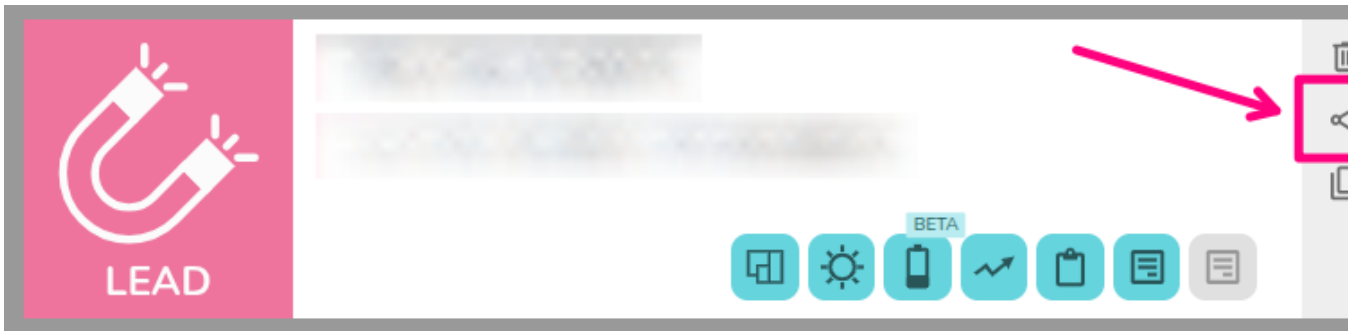
If you would not like projects or components to share by default, you also have the option to share individual projects or components manually. You will also have the option to transfer ownership to another user when sharing manually.

> **Note**: You can only configure sharing permissions on projects and components you own or have manage access to.

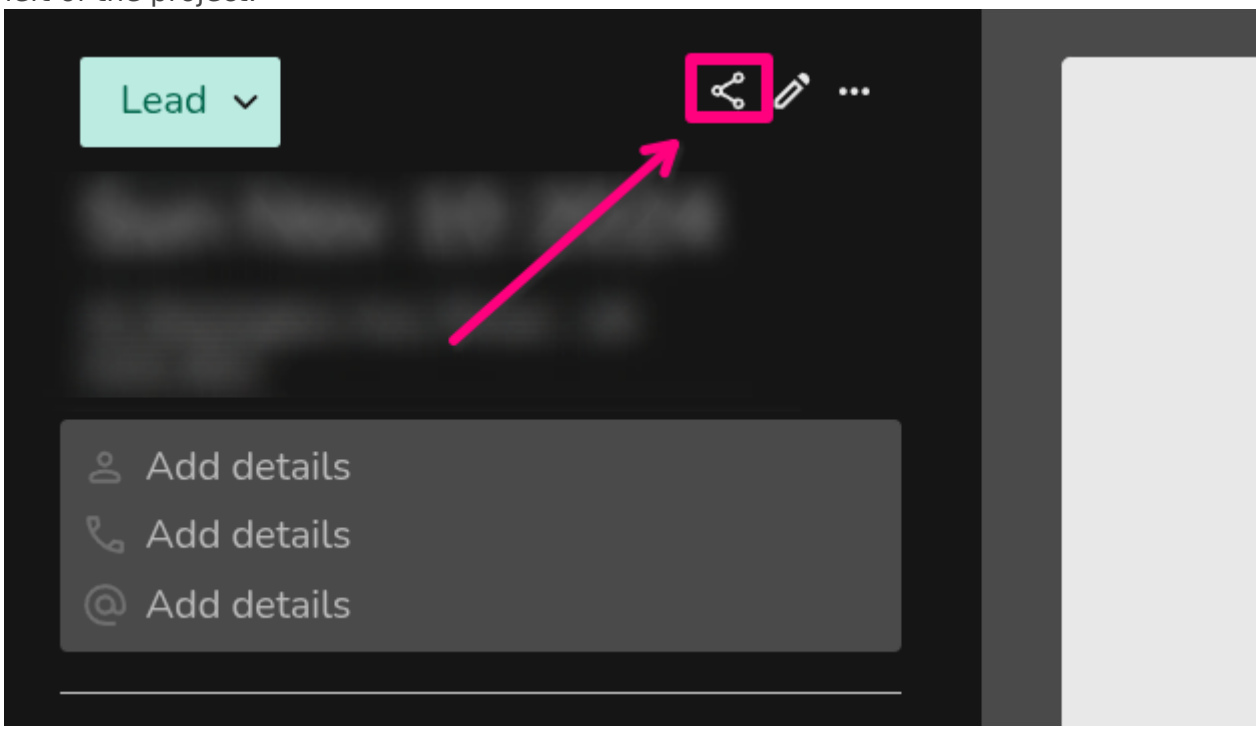
Sharing a project

You can share a project via your list of projects on the My Projects page, or via the project overview page on a specific project.

- From your project list on the **My Projects** page - click on the share icon on the project you want to share

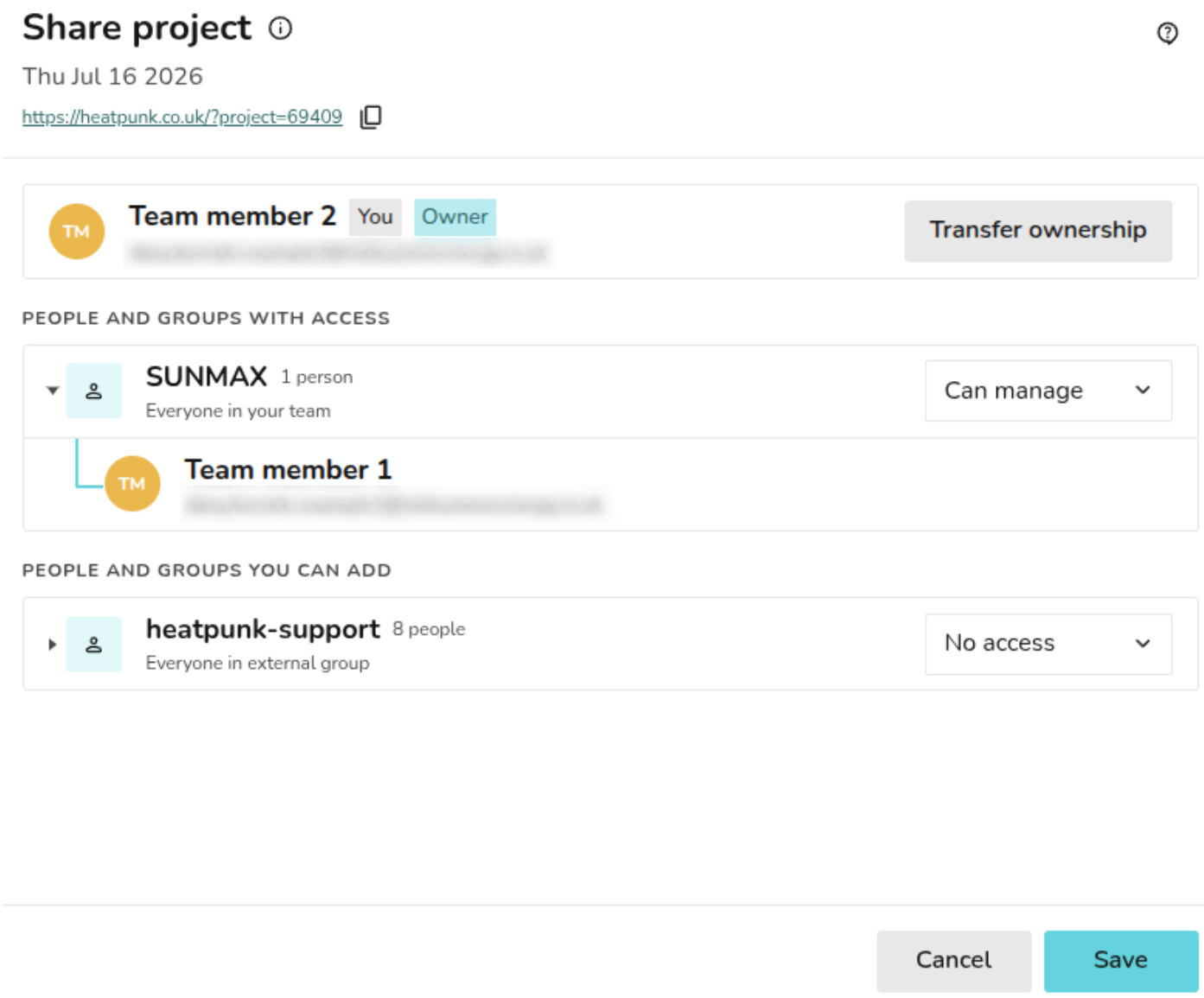


- From the **project overview** page of a specific project - click on the share icon in the top left of the project.



Once you have found the project you want to share, you can then **view who has access to a project** and **edit their permissions**.

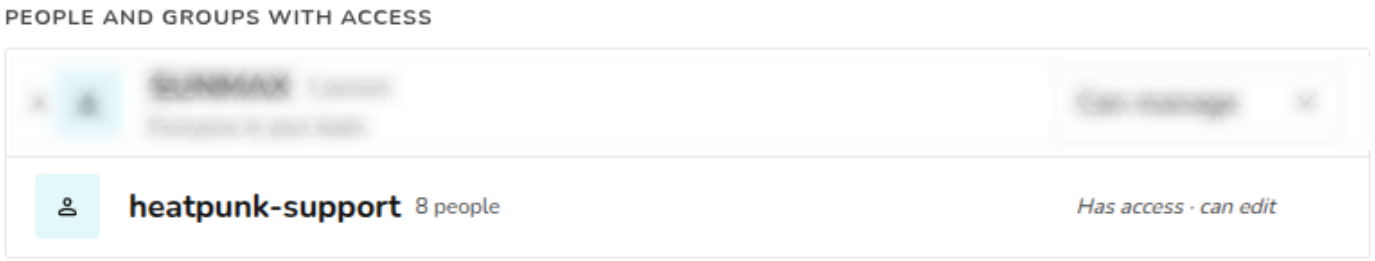
- **Select permissions**: Select from the drop downs which permissions you'd like given on the project
- **Change owner**: If you are the owner of a project or have manage permissions, you will see the option to **Transfer ownership**. Click this to view the list of users you can transfer to and select the new owner.
- **Share link**: Click the copy icon to give someone a direct link to view the project. They will need to also have the right sharing access
- **Save**: Click **Save** to confirm any changes



If you are **not the owner** of a project or **do not have manage permissions**, you will not be able to configure the sharing on a project:

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If a user with manage permissions has shared on a project, you will see them in the list of 'People and groups with access':

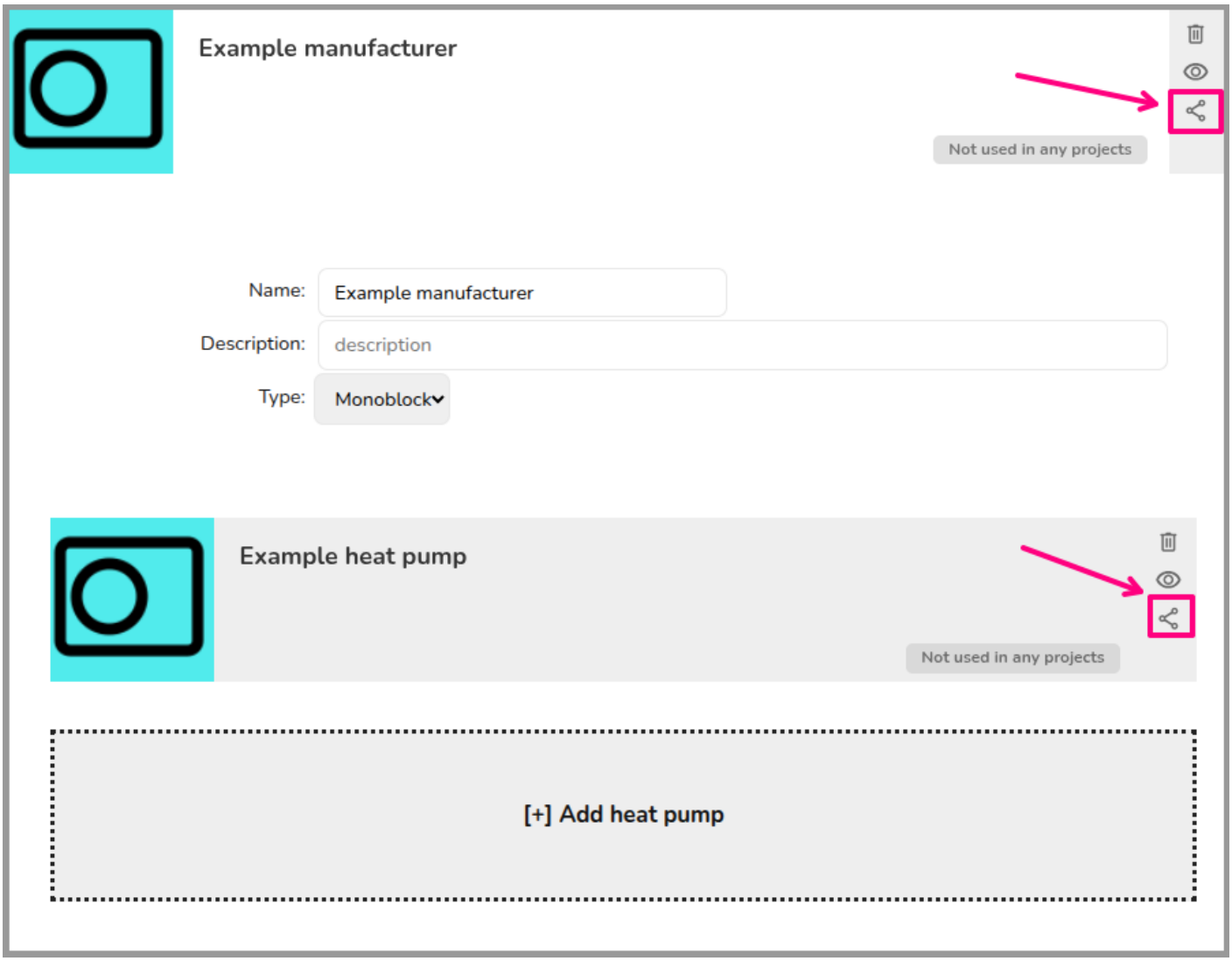


Sharing a component

If you are using custom components in Heatpunk, you can share those owned by you with other members of your team. Select My Components from the left sidebar and then select the component type to find the component you want to share.

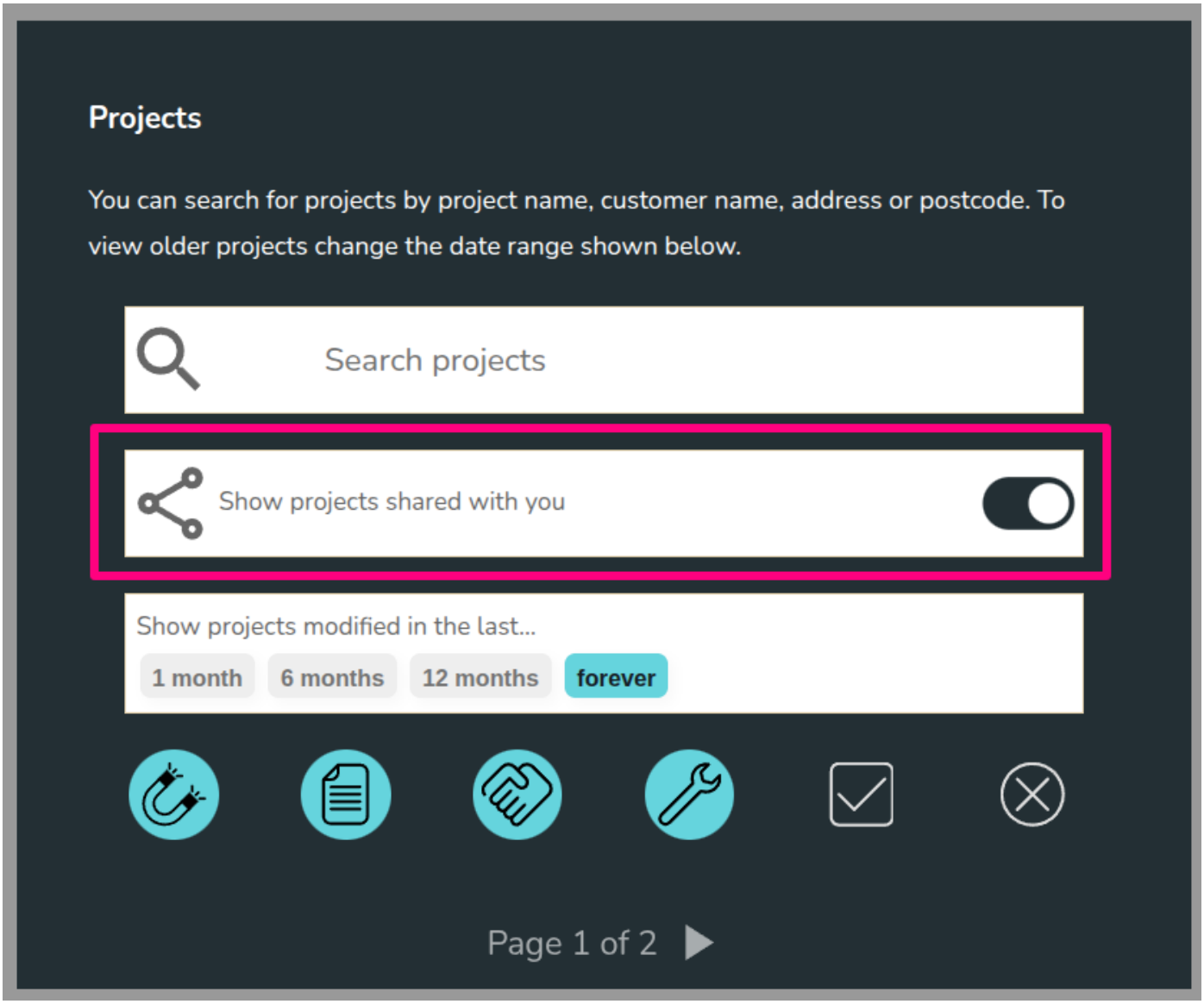
Click the share icon to configure sharing for the component. As with projects, you can then view who has access to the component and choose which permissions to give.

> **Warning**: You need to share both the manufacturer group and the individual component.



Viewing projects shared with you

To view projects shared with you, make sure this option is selected in the project list page:



Projects owned by others will say *Owned by [name]* in the top right corner of the project:



If you're having trouble with any of these permissions or would like to share with individual members of your team rather than the whole team, get in touch with our support team.

Still Need Help? / Want to know more?

- **Related FAQs:** Check out our Pro and Enterprise FAQs for answers to common questions
- **Further guides**: Take a look at our Pro help guides
- **Live training:** Book onto a live demo session to see this feature in action

Contact Support: If you've got further questions, get in touch with our support team at **help@heatpunk.co.uk** (UK) or **help@heatpunk.ie** (IE). *If you are experiencing a bug, to help us look into your issue faster, please include the email address of your account, the name of the project and screenshots of any unexpected behaviour.*

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