

## Sharing Estimator Files

1. Obtain the Estimator “Location” numbers and User IDs of all firms or agencies and users, respectively, whom you wish to share the particular Estimator file.
2. Confirm you are permitted to share the file:
  - a. Open the file
  - b. Hit “Edit” > “Estimate Users”
  - c. Your user name and location must be listed as “OWNER” or “USER”
  - d. If you are not the “OWNER” or “USER, take the request to share the Estimator file to a listed “OWNER” or “USER”.
3. Add users who are permitted to share the file:
  - a. Hit “Edit” > “Estimate Users” > “Add” button
    - i. Under “User”, fill in the “User ID”
    - ii. Under “Agency”, fill in the “OR”
    - iii. Under “Location”, fill in the Users specific “Location Number”
    - iv. Under “Estimate Access”, select an access level for the user:
      1. OWNER: full control of everything in file, adding and deleting users for sharing including other listed OWNERS.
      2. USER: full control of everything in file, adding and deleting users for sharing *excluding* other listed OWNERS.
      3. WRITE: view and edit file content with exception of adding and deleting users for sharing.
      4. READ: read-only, no ability to change file content or adding and deleting users for sharing.
    - v. Repeat as necessary for additional users.
  - b. Hit “Apply” button.
  - c. Hit “OK” button.
  - d. Save Estimator file.