

Documentation: the sharing and subscription system

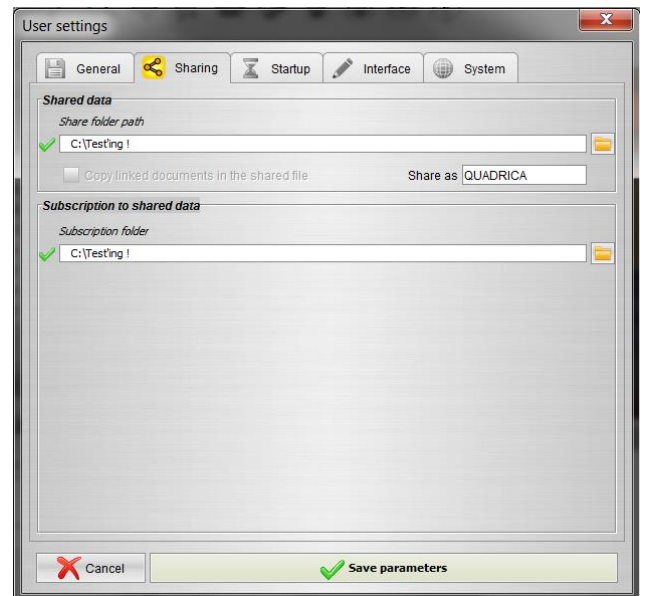
Introduction

Sharing and subscribing are ways of carrying out collaborative work.

Configuring share paths

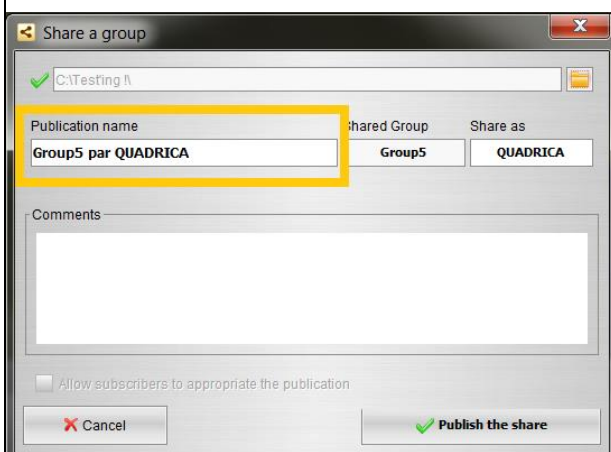
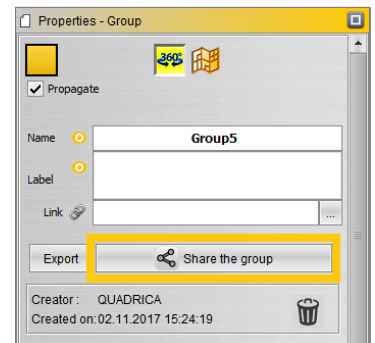
Sharing is configurable in the **User Settings** window in the **Sharing** tab (window accessible from the System/Settings menu).

The users can choose towards which folder they want to share their data (**Share folder path**) and from which folder they want to subscribe (**Subscription folder**). These two files can be the same or two different ones. The users can also choose with which user name they will share the data (**Share as**).



Sharing data

The data that can be shared are groups. When a group is selected to be shared, all the objects and subgroups it contains will be shared and the tree view will be kept. The group property window contains the button used for sharing a group.



Window opening when sharing a group. In this window you can change the export folder of the group as well as the user name for the export.

A default name is suggested to export the group. This name can be changed.

The user can also add a comment to their share.

Once validated, the "Share the group" button turns green.

The list of shares made is available in the menu System/My Shares.

If any changes are made later in this group, the "Share the group" button turns orange and indicates that the share is out of date. It is possible to update it by clicking on this button. The shares requiring an update can be viewed in the window listing its shares. This update can be done on several groups at a time.

Subscribing to data

The subscription window is available in the System/Subscribe to Shares menu or via the keyboard shortcut CTRL + F5.

In this window you can re-configure the path to the folder where the shares are located.

The middle of the window contains the list of shares contained in the chosen folder. All selected shares will be added under a SUBSCRIPTIONS group in MySurvey. The files have several possible statuses:

- **New:** the group is not yet present for the user.
- **Outdated:** the group is present for the user but the file in the folder contains more recent changes to this group.
- **Up-to-date:** the user's version of the group and the version in the file are identical.
- **Missing:** the file is no longer present in the folder.
- **Ignored:** the user will no longer see the current status of the file (new/up-to-date/outdated/missing) and it will not be selected for update.

If the file has the status "New" or "Outdated", it is automatically selected.

To subscribe to the groups that are selected, click on "Apply Now" or press the F5 key.

If a file has the "Missing" status, it will be removed from the list the next time this window is closed.

It is possible to ignore a file. To do this, select the corresponding share line and then right-click and choose "Ignore subscription". The group will no longer be added to MySurvey when updated by the "Apply Now" button or by F5. It is possible to des-ignore a group via exactly the same manipulation as the ignore command.

If the user deletes a subscribed group, the group automatically switches to "ignored" mode.

