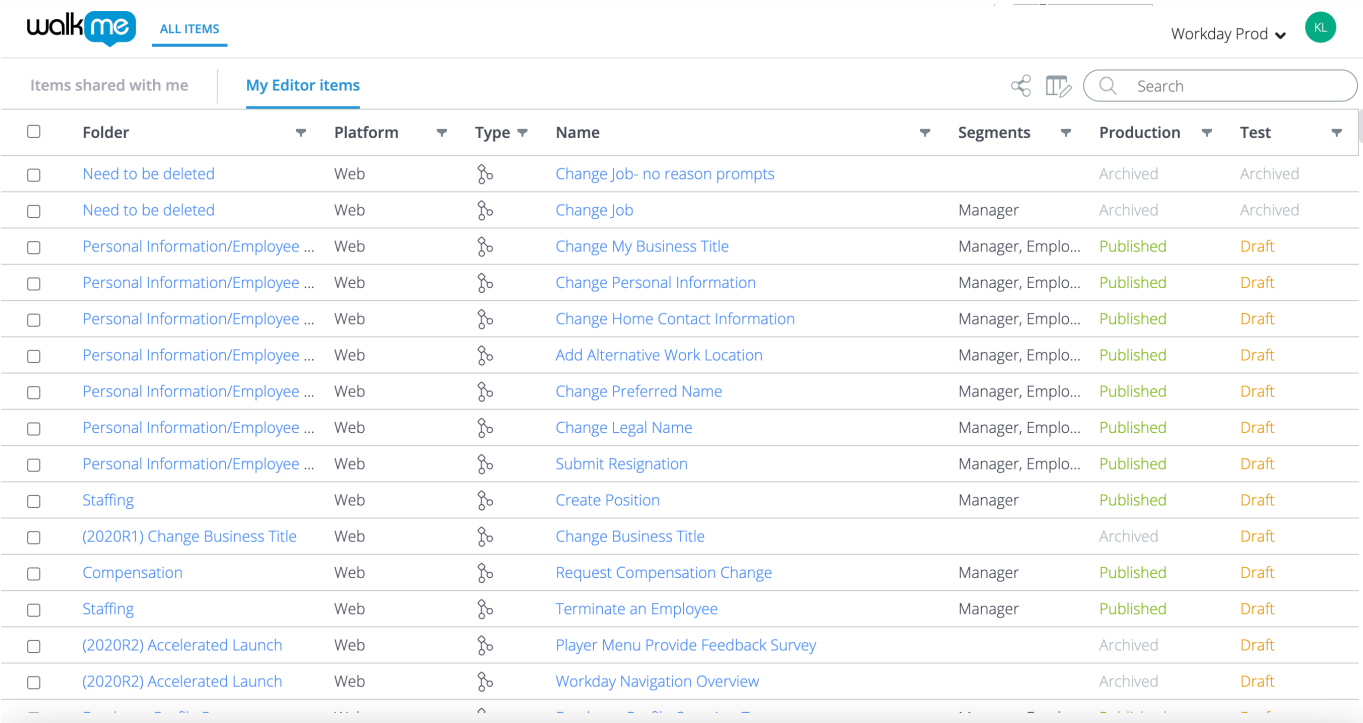
WalkMe Share: Shared Items Page

Brief Overview

The Shared items page shows a table display of items that a user created in their own WalkMe Editor account and items that other WalkMe users shared with them.

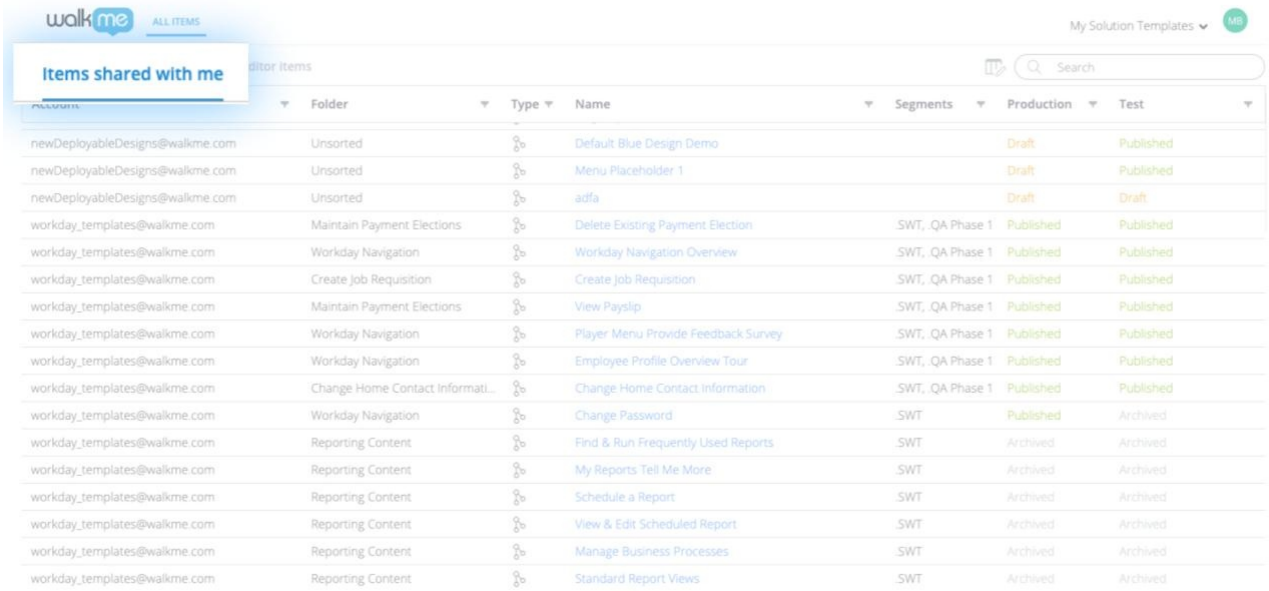


Folder	Platform	Type	Name	Segments	Production	Test
Need to be deleted	Web		Change Job- no reason prompts		Archived	Archived
Need to be deleted	Web		Change Job	Manager	Archived	Archived
Personal Information/Employee ...	Web		Change My Business Title	Manager, Emplo...	Published	Draft
Personal Information/Employee ...	Web		Change Personal Information	Manager, Emplo...	Published	Draft
Personal Information/Employee ...	Web		Change Home Contact Information	Manager, Emplo...	Published	Draft
Personal Information/Employee ...	Web		Add Alternative Work Location	Manager, Emplo...	Published	Draft
Personal Information/Employee ...	Web		Change Preferred Name	Manager, Emplo...	Published	Draft
Personal Information/Employee ...	Web		Change Legal Name	Manager, Emplo...	Published	Draft
Personal Information/Employee ...	Web		Submit Resignation	Manager, Emplo...	Published	Draft
Staffing	Web		Create Position	Manager	Published	Draft
(2020R1) Change Business Title	Web		Change Business Title		Archived	Draft
Compensation	Web		Request Compensation Change	Manager	Published	Draft
Staffing	Web		Terminate an Employee	Manager	Published	Draft
(2020R2) Accelerated Launch	Web		Player Menu Provide Feedback Survey		Archived	Draft
(2020R2) Accelerated Launch	Web		Workday Navigation Overview		Archived	Draft

WalkMe Share supports multi-system Editor account data. Upon login, users should first select the Editor System that contains the items they wish to present. The System Switcher includes all systems within a Multi-System Editor account.

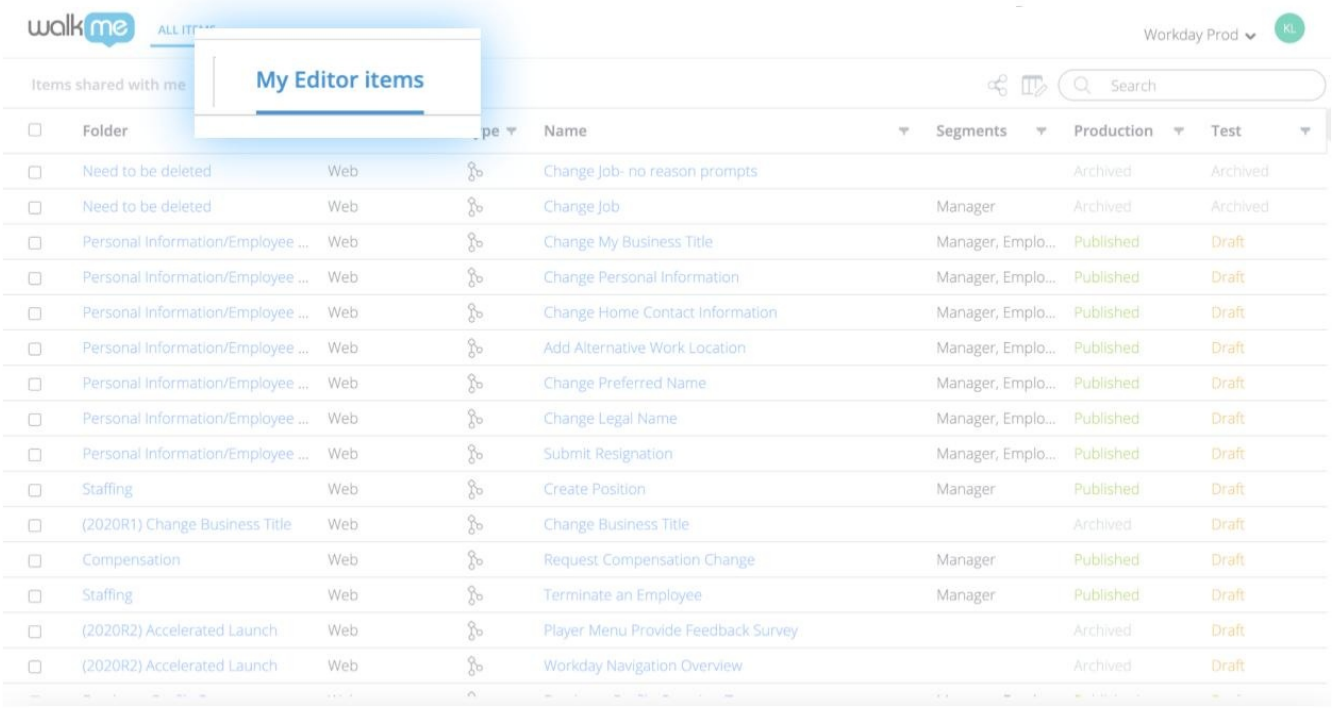
Items shared with me

- View the available items shared by other WalkMe Share users, outside of your own WalkMe Editor account
- Users **cannot** re-share a deployable item shared with them by another WalkMe Share user who owns a different WalkMe Editor account



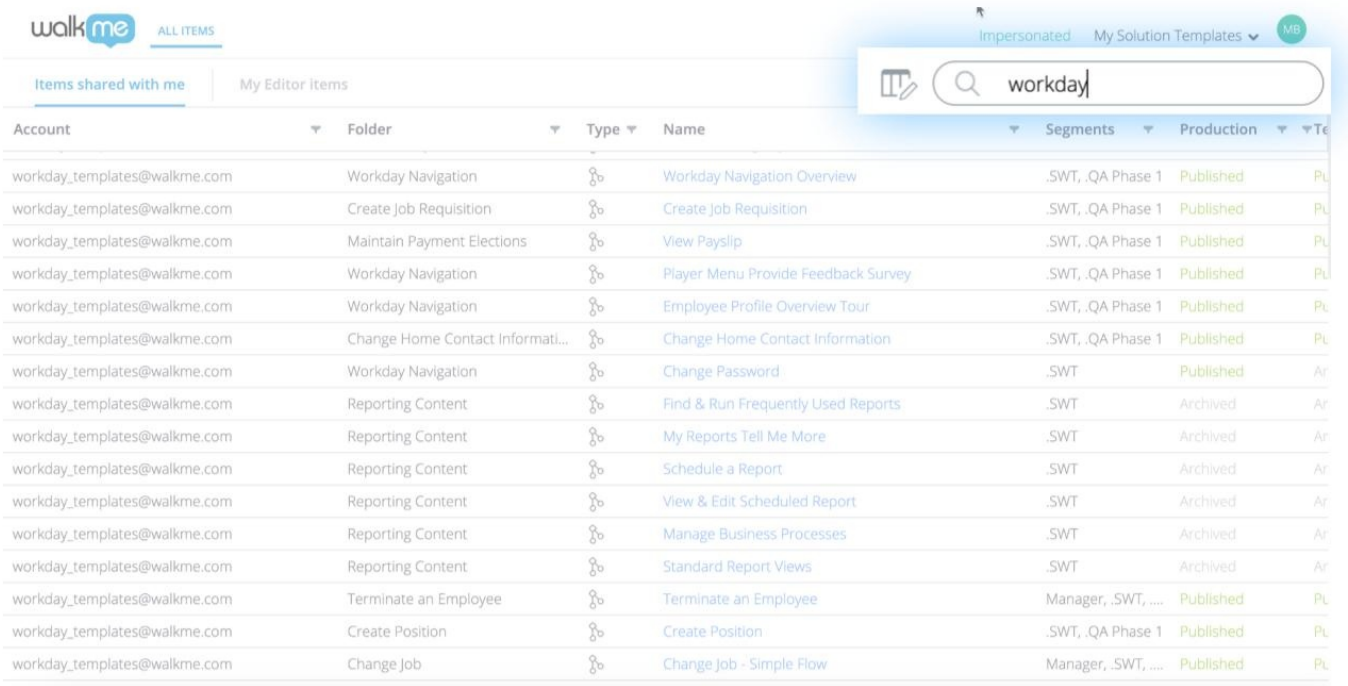
My Editor items

- View the available items from their company/personal WalkMe Editor account
- Share, view, manage, filter, and collaborate on their items



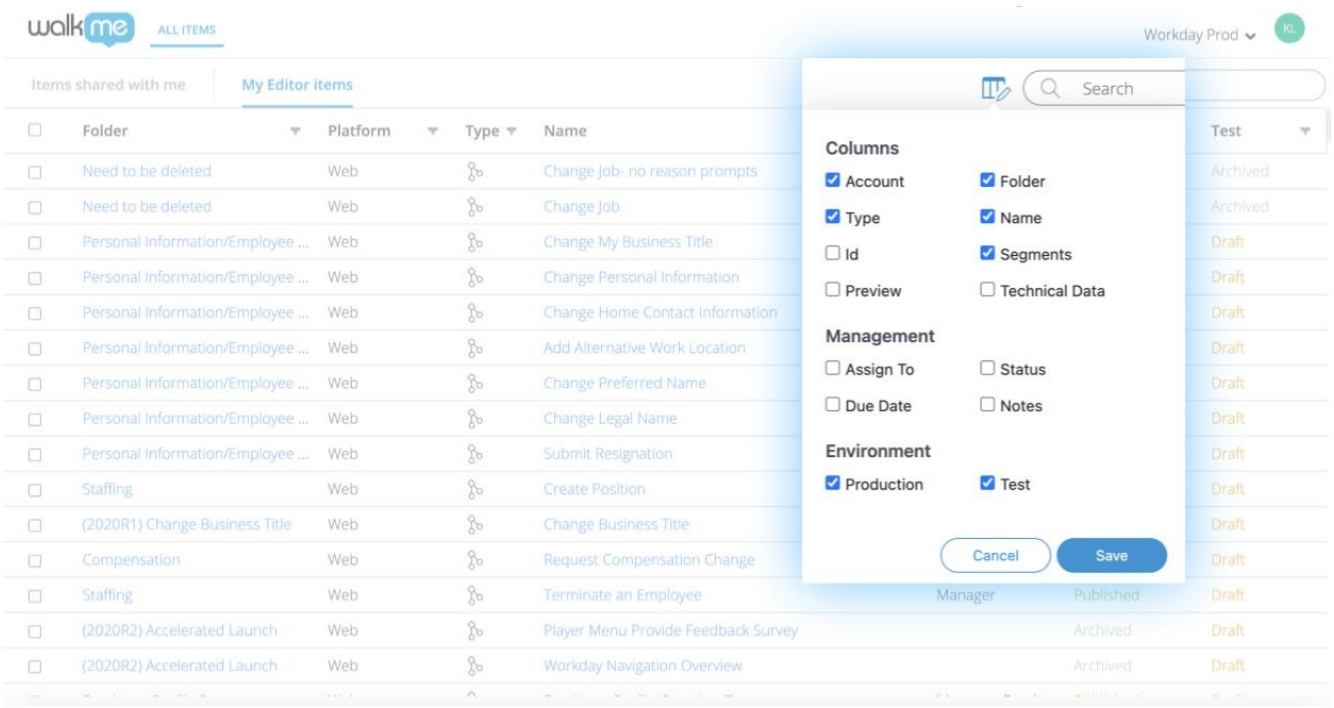
Search

Search for items by name, keyword, or metadata tag



Column settings

Each user who logs into WalkMe Share can customize their Shared Items Table’s columns by clicking the Column Settings icon



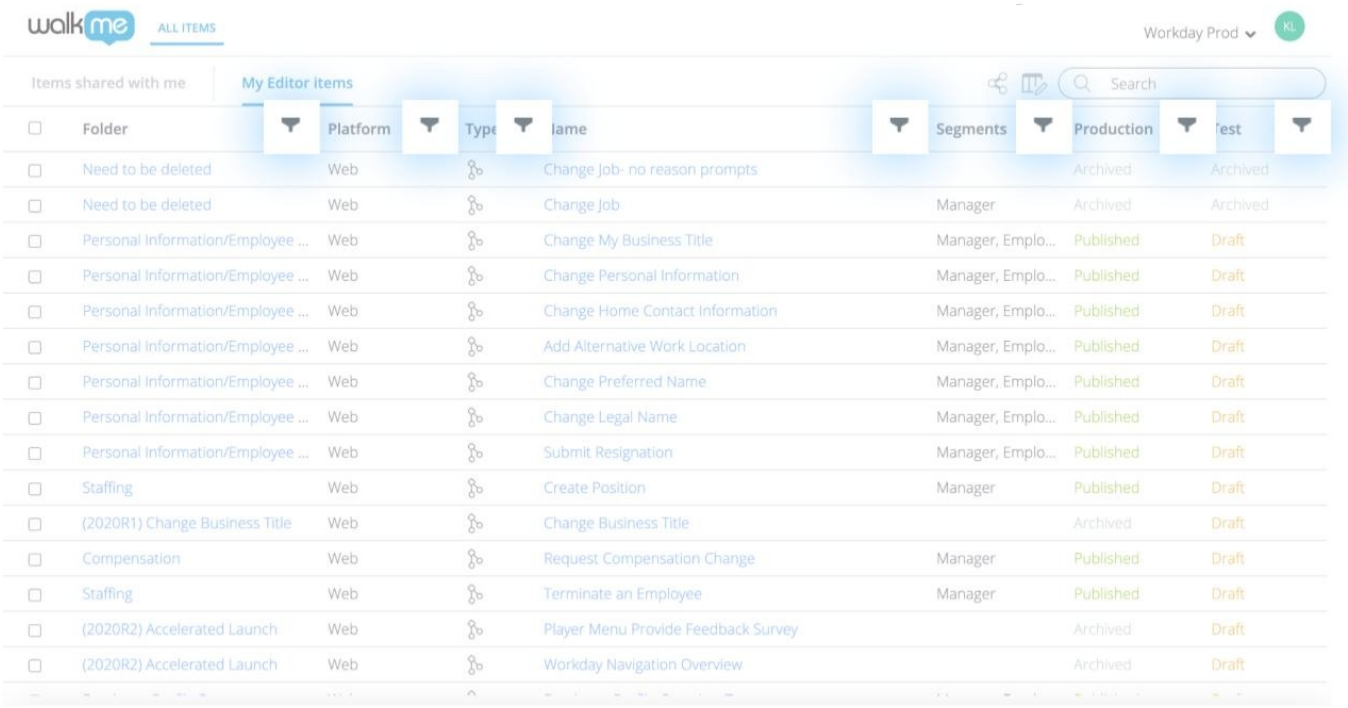
Column Settings include:

1. **Account:** The parent WalkMe Editor account hosting the shared, deployable item
2. **Type:** The item-type icon
3. **Id:** The item's unique identifier attribute
4. **Preview:** An item's previously generated WalkMe Share slideshow or video
5. **Folder:** The folder name which hosts a deployable item
6. **Name:** The item's name
7. **Segments:** An item's segmentation values
8. **Technical Data**:
9. **Assign To:** A deployable item's project assignee
10. **Status:** A deployable item's project status; includes:
    1. To Do
    2. In Progress
    3. Done
11. **Notes:** Notes associated with a deployable item
12. **Due Date:** A deployable item's project due date
13. **Test**: A deployable Item's publish status on the test environment
14. **Production:** A deployable item's publish status on the production environment

WalkMe share table doesn't currently support custom environments

Column filters

- WalkMe Share's shared items table offers users a wide range of filtering options
- To view the filter options, click any filter icon within the table header



Filter Settings include:

1. Filter by condition:
    1. None
    2. Is empty
    3. Is not empty
    4. Is equal to
    5. Is not equal to
    6. Begins with
    7. Ends with
    8. Contains
    9. Does not contain
2. Filter by value:
    1. Input search keywords strings relevant to the column's data set
    2. Select individual checkboxes of all predefined values, within the columns data set
    3. Select All
        1. Automatically, selects all predefined values, within the columns data set

4. Select Clear
    1. Automatically, unselects all predefined values, within the columns data set

Sort list orders

By default, WalkMe Share's shared items table sorts items by the date added in ascending order

Sort the column data by:

- Alphabetical ascending (A – Z) order
    - Click the column title once
    - It will display an up arrow to the right of the column's title
- Alphabetical descending (Z – A) order
    - Click the column title twice
    - It will display a down arrow to the right of the column's title

To reset the column data to default, click the column title three times or until the arrow icon is no longer visible to the right of the column's title