


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.






ALL ITEMS
















Workday Prod KL

Items shared with me

My Editor items


Search

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

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Items shared with me Editor Items

Search

	Folder	Type	Name	Segments	Production	Test
newDeployableDesigns@walkme.com	Unsorted		Default Blue Design Demo		Draft	Published
newDeployableDesigns@walkme.com	Unsorted		Menu Placeholder 1		Draft	Published
newDeployableDesigns@walkme.com	Unsorted		adfa		Draft	Draft
workday_templates@walkme.com	Maintain Payment Elections		Delete Existing Payment Election	SWT, QA Phase 1	Published	Published
workday_templates@walkme.com	Workday Navigation		Workday Navigation Overview	SWT, QA Phase 1	Published	Published
workday_templates@walkme.com	Create Job Requisition		Create Job Requisition	SWT, QA Phase 1	Published	Published
workday_templates@walkme.com	Maintain Payment Elections		View Payslip	SWT, QA Phase 1	Published	Published
workday_templates@walkme.com	Workday Navigation		Player Menu Provide Feedback Survey	SWT, QA Phase 1	Published	Published
workday_templates@walkme.com	Workday Navigation		Employee Profile Overview Tour	SWT, QA Phase 1	Published	Published
workday_templates@walkme.com	Change Home Contact Informati...		Change Home Contact Information	SWT, QA Phase 1	Published	Published
workday_templates@walkme.com	Workday Navigation		Change Password	SWT	Published	Archived
workday_templates@walkme.com	Reporting Content		Find & Run Frequently Used Reports	SWT	Archived	Archived
workday_templates@walkme.com	Reporting Content		My Reports Tell Me More	SWT	Archived	Archived
workday_templates@walkme.com	Reporting Content		Schedule a Report	SWT	Archived	Archived
workday_templates@walkme.com	Reporting Content		View & Edit Scheduled Report	SWT	Archived	Archived
workday_templates@walkme.com	Reporting Content		Manage Business Processes	SWT	Archived	Archived
workday_templates@walkme.com	Reporting Content		Standard Report Views	SWT	Archived	Archived

My Editor items

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

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Items shared with me

My Editor items

Search

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

Search

Search for items by name, keyword, or metadata tag

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Impersonated My Solution Templates MB

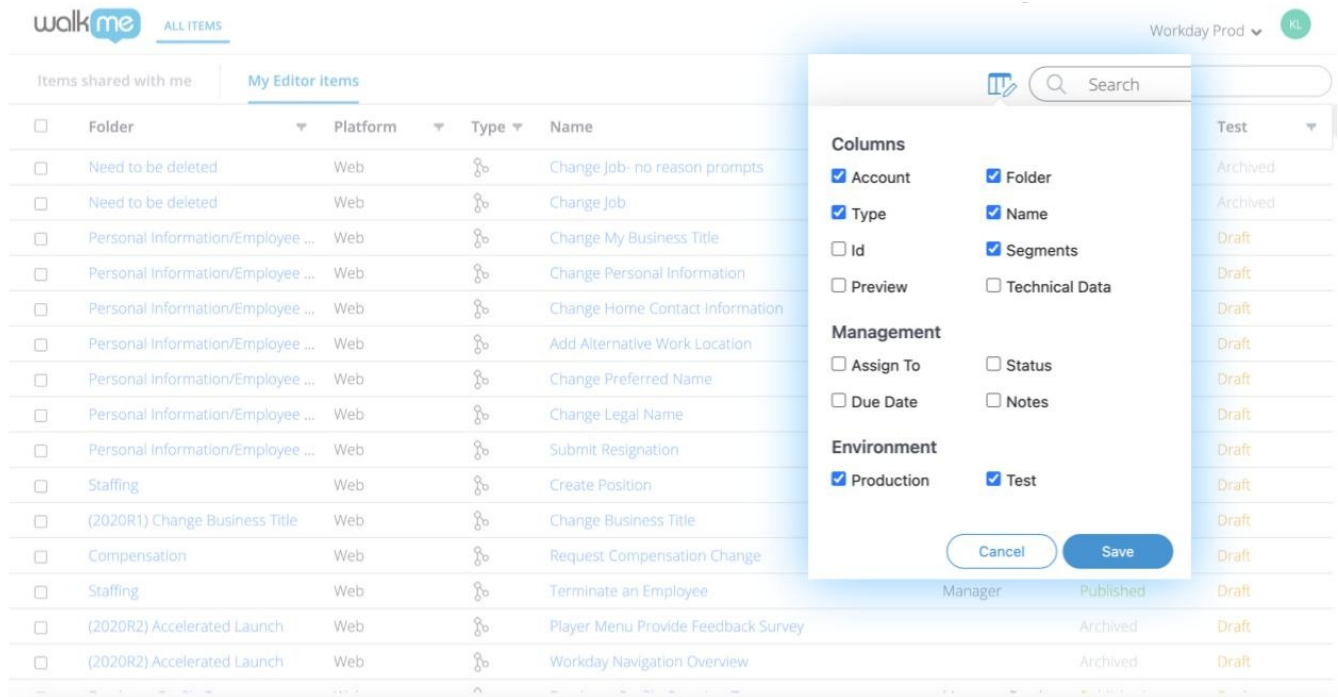
Items shared with me My Editor items

workday

Account	Folder	Type	Name	Segments	Production	Te
workday_templates@walkme.com	Workday Navigation		Workday Navigation Overview	.SWT, .QA Phase 1	Published	PU
workday_templates@walkme.com	Create Job Requisition		Create Job Requisition	.SWT, .QA Phase 1	Published	PU
workday_templates@walkme.com	Maintain Payment Elections		View Payslip	.SWT, .QA Phase 1	Published	PU
workday_templates@walkme.com	Workday Navigation		Player Menu Provide Feedback Survey	.SWT, .QA Phase 1	Published	PU
workday_templates@walkme.com	Workday Navigation		Employee Profile Overview Tour	.SWT, .QA Phase 1	Published	PU
workday_templates@walkme.com	Change Home Contact Informati...		Change Home Contact Information	.SWT, .QA Phase 1	Published	PU
workday_templates@walkme.com	Workday Navigation		Change Password	.SWT	Published	Ar
workday_templates@walkme.com	Reporting Content		Find & Run Frequently Used Reports	.SWT	Archived	Ar
workday_templates@walkme.com	Reporting Content		My Reports Tell Me More	.SWT	Archived	Ar
workday_templates@walkme.com	Reporting Content		Schedule a Report	.SWT	Archived	Ar
workday_templates@walkme.com	Reporting Content		View & Edit Scheduled Report	.SWT	Archived	Ar
workday_templates@walkme.com	Reporting Content		Manage Business Processes	.SWT	Archived	Ar
workday_templates@walkme.com	Reporting Content		Standard Report Views	.SWT	Archived	Ar
workday_templates@walkme.com	Terminate an Employee		Terminate an Employee	Manager, .SWT, ...	Published	PU
workday_templates@walkme.com	Create Position		Create Position	.SWT, .QA Phase 1	Published	PU
workday_templates@walkme.com	Change Job		Change Job - Simple Flow	Manager, .SWT, ...	Published	PU

Column settings

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



The screenshot shows the WalkMe Editor interface. On the left, there's a table titled 'My Editor Items' with columns: Folder, Platform, Type, and Name. The table lists various items like 'Need to be deleted', 'Personal Information/Employee ...', 'Staffing', and '(2020R1) Change Business Title'. On the right, a 'Column Settings' modal is open, showing checkboxes for different columns: Account, Type, Id, Preview, Folder, Name, Segments, Technical Data, Management (Assign To, Due Date, Status, Notes), and Environment (Production, Test). The 'Test' environment is selected.

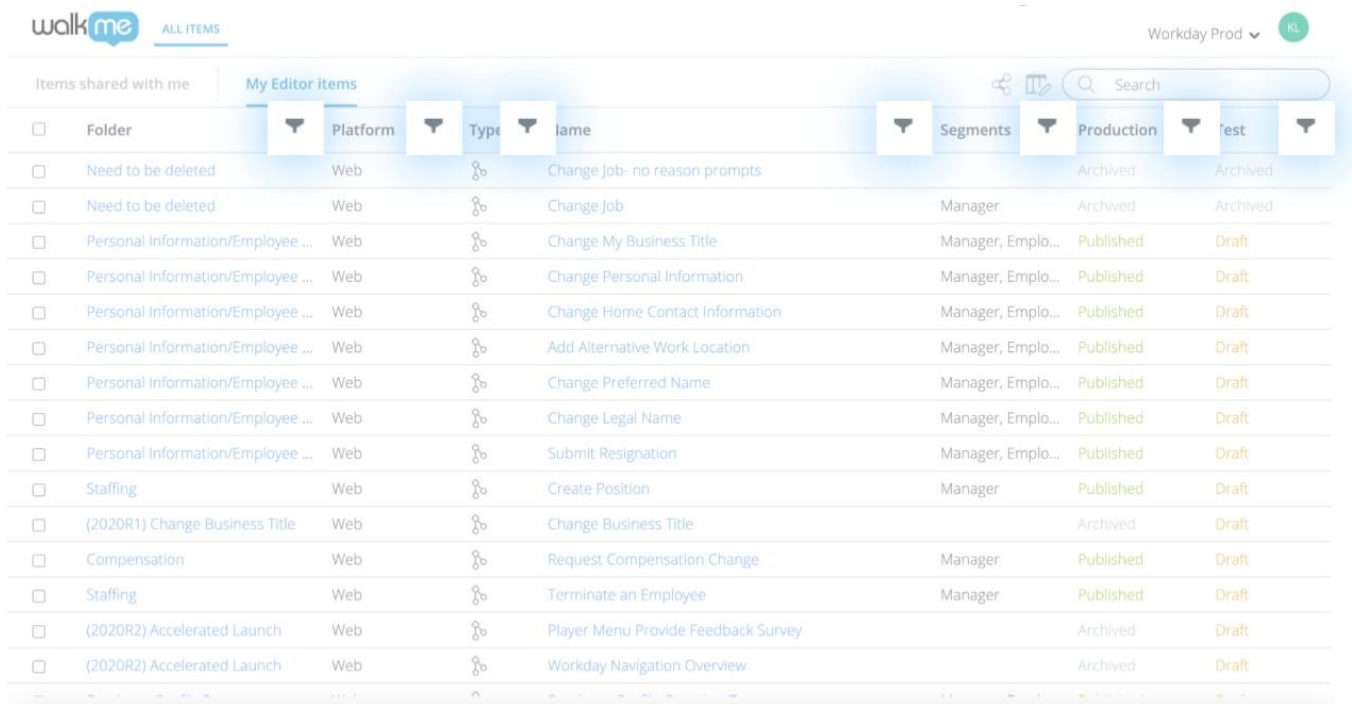
Column Settings include:

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



The screenshot shows the WalkMe Share interface. At the top, there's a header with the WalkMe logo, 'ALL ITEMS', and a user profile 'Workday Prod' with initials 'KL'. Below the header, there's a table with columns: Folder, Platform, Type, Name, Segments, Production, and Test. Each column has a filter icon (a downward arrow in a square). The table contains various items, including 'Need to be deleted', 'Personal Information/Employee ...', 'Staffing', and '(2020R1) Change Business Title'. The 'Production' and 'Test' columns show 'Published' and 'Draft' status respectively.

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