# Filter Share

# Overview

- Download the latest .tgz package here: https://github.com/sugarcrmlabs/FilterShare/releases/latest

- Load the package in your target instance using Module Loader

- Navigate to the desired List View

- Create or edit a filter

- You will see a new button labeled "Share"

- You can select any user, team, or group to send the filter to

# Share Filter

Create or Edit a filter for a list view. In the edit view there is a button labeled 'Share'.

# Select Share Targets

Select which Team, Group, and/or User(s) to share the filter with.

Share Your "Partner Leads over $10,000" Filter                                                    Cancel  **Save**

Roles                                                                                                    ⌄

Teams                                                                                                    ⌄

**Users**                                                                                                ⌃

☐ All
    ☐ Email Archiving user
    ☐ Sugar Customer Support Portal
    ☐ admin Administrator
    ☐ Charles James
    ☑ Chris Olliver
    ☐ Genie O'Grady
    ☐ Jane Fitzpatrick
    ☐ Jim Brennan
    ☐ Max Jensen
    ☐ Regina Lazlow
    ☐ Sally Bronsen
    ☐ Sarah Smith
    ☑ Will Westin

# Shared Filter

Target User(s) will then have that filter available to them.