

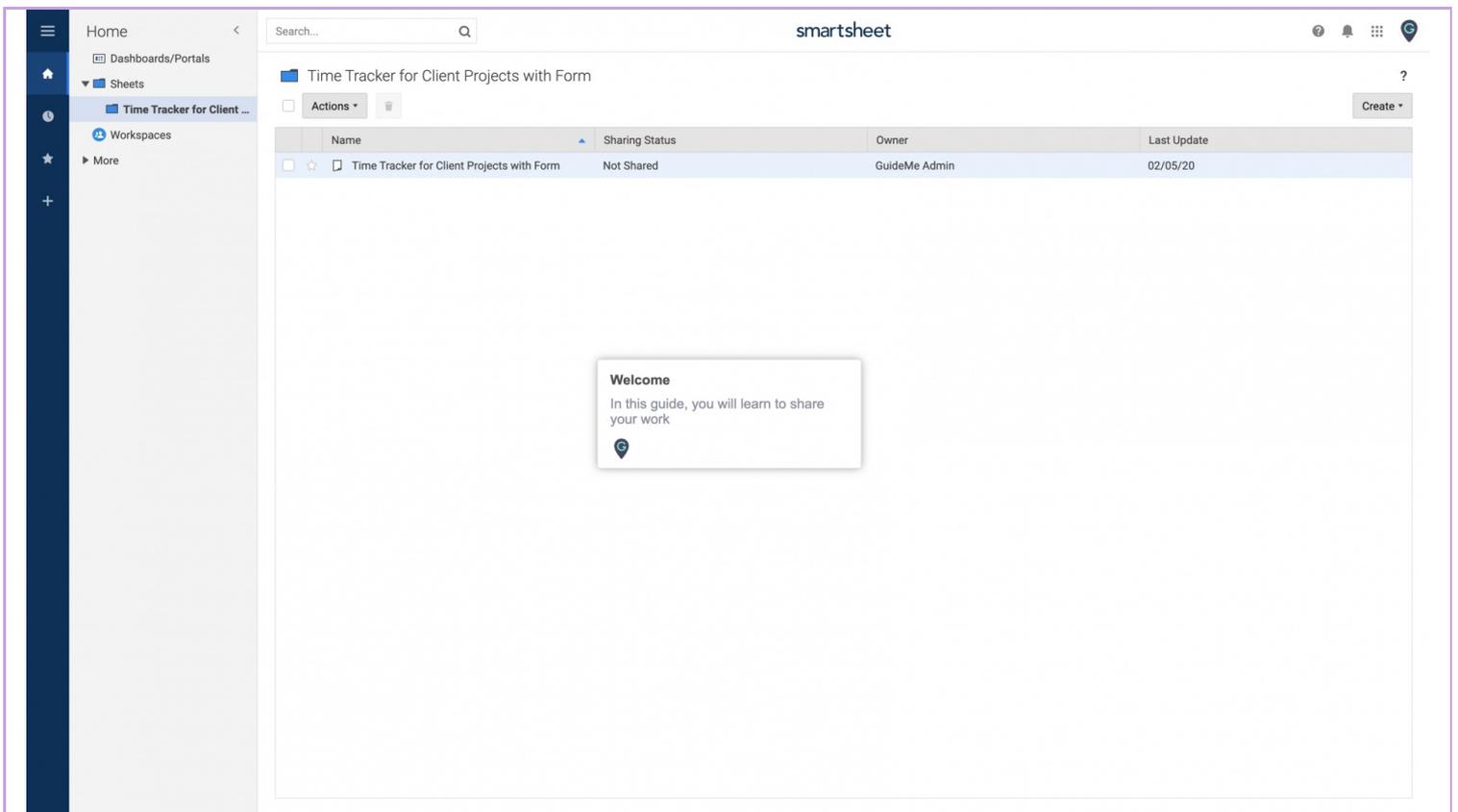


How to Share your Work in Smartsheet

# Step: 01

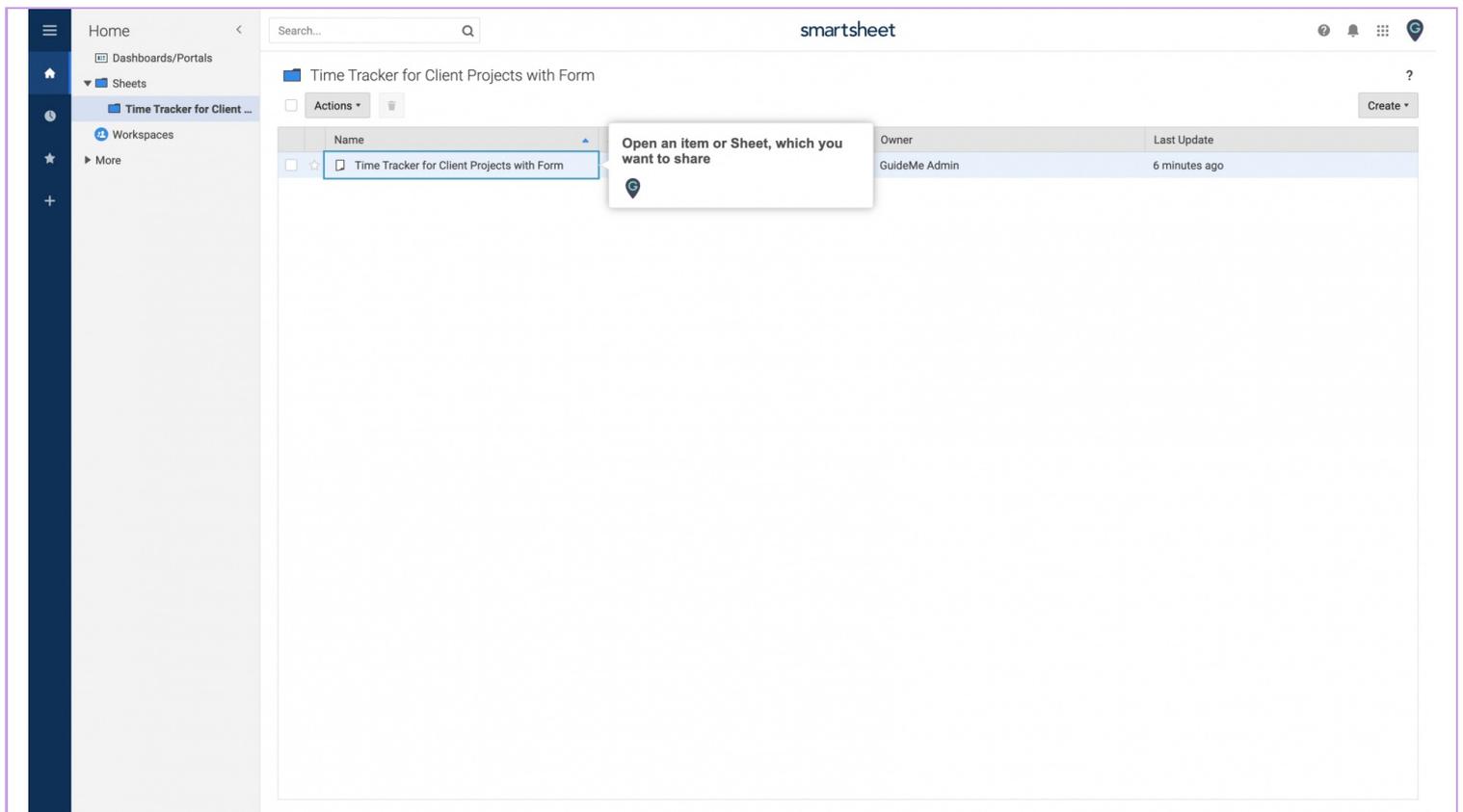
## Welcome

In this guide, you will learn to share your work



## Step: 02

Open an item or Sheet, which you want to share



The screenshot displays the Smartsheet web application interface. On the left is a dark blue sidebar with navigation icons and labels: 'Home', 'Dashboards/Portals', 'Sheets', 'Time Tracker for Client ...', 'Workspaces', and 'More'. The main content area has a search bar at the top and a header for the current sheet, 'Time Tracker for Client Projects with Form'. Below the header is a table with the following data:

Name	Owner	Last Update
Time Tracker for Client Projects with Form	GuideMe Admin	6 minutes ago

A tooltip is overlaid on the table row, containing the text: 'Open an item or Sheet, which you want to share'.

# Step: 03

Click the Share button at the top of the item

The screenshot displays the Smartsheet interface for a project titled "Time Tracker for Client Projects with Form". The spreadsheet contains columns for Work Date, Work Performed, Service Tech, Labor / Materials, Hours, Hourly Rate, Total Billable, Submit Approval Request, Approved, and Flag. The data is organized into sections for different client names and includes a "Newly Submitted Hours & Materials" section at the bottom. A callout box with a location pin icon points to the "Share" button in the top right corner of the spreadsheet area.

	Work Date	Work Performed	Service Tech	Labor / Materials	Hours	Hourly Rate	Total Billable	Submit Approval Request	Approved	Flag
1		<b>Time Period</b>			13.5		\$775.00			
2		- Client Name 1			6.5		\$372.50			
3	01/25/20	Control Panel	Bob Henderson	Labor	6.5	\$45	\$292.50	<input checked="" type="checkbox"/>	Approved	
4	01/25/20	Created wiring map	Gary Deevers	Materials			\$80.00	<input checked="" type="checkbox"/>	Approved	
6		- Client Name 2			3.5		\$227.50			
7	01/25/20	Task Tech Completed	Tech Name	Labor	2.0	\$65	\$130.00	<input checked="" type="checkbox"/>	Approved	
8	01/25/20	Task Tech Completed	Tech Name	Labor	1.5	\$65	\$97.50	<input type="checkbox"/>		
10		- Client Name 3			3.5		\$175.00			
11	01/25/20	Task Tech Completed	Tech Name	Labor	3.5	\$50	\$175.00	<input type="checkbox"/>		
13		<b>Newly Submitted Hours &amp; Materials</b>								
14	01/27/20	Task Tech completed	Tech Name	Labor	8.0		\$0.00	<input type="checkbox"/>		
15	01/31/20	Task Tech completed	Tech Name	Labor	1.0		\$0.00	<input type="checkbox"/>		

## Step: 04

If you don't see the Share button, click the down arrow icon in the upper-right corner of the Smartsheet window, after that you will see share button

The screenshot displays the Smartsheet application interface. The main grid contains the following data:

	Work Date	Work Performed	Service Tech	Labor / Materials	Hours	Hourly Rate	Total Billable	Submit Approval Request	Approved	Flag
1		<b>Time Period</b>			13.5		\$775.00			
2		- Client Name 1			6.5		\$372.50			
3	01/25/20	Control Panel	Bob Henderson	Labor	6.5	\$45	\$292.50	<input checked="" type="checkbox"/>	Approved	
4	01/25/20	Created wiring map	Gary Deevers	Materials			\$80.00	<input checked="" type="checkbox"/>	Approved	
6		- Client Name 2			3.5		\$227.50			
7	01/25/20	Task Tech Completed	Tech Name	Labor	2.0	\$65	\$130.00	<input checked="" type="checkbox"/>	Approved	
8	01/25/20	Task Tech Completed	Tech Name	Labor	1.5	\$65	\$97.50	<input type="checkbox"/>		
10		- Client Name 3			3.5		\$175.00			
11	01/25/20	Task Tech Completed	Tech Name	Labor	3.5	\$50	\$175.00	<input type="checkbox"/>		
13		<b>Newly Submitted Hours &amp; Materials</b>								
14	01/27/20	Task Tech completed	Tech Name	Labor	8.0		\$0.00	<input type="checkbox"/>		
15	01/31/20	Task Tech completed	Tech Name	Labor	1.0		\$0.00	<input type="checkbox"/>		

## Step: 05

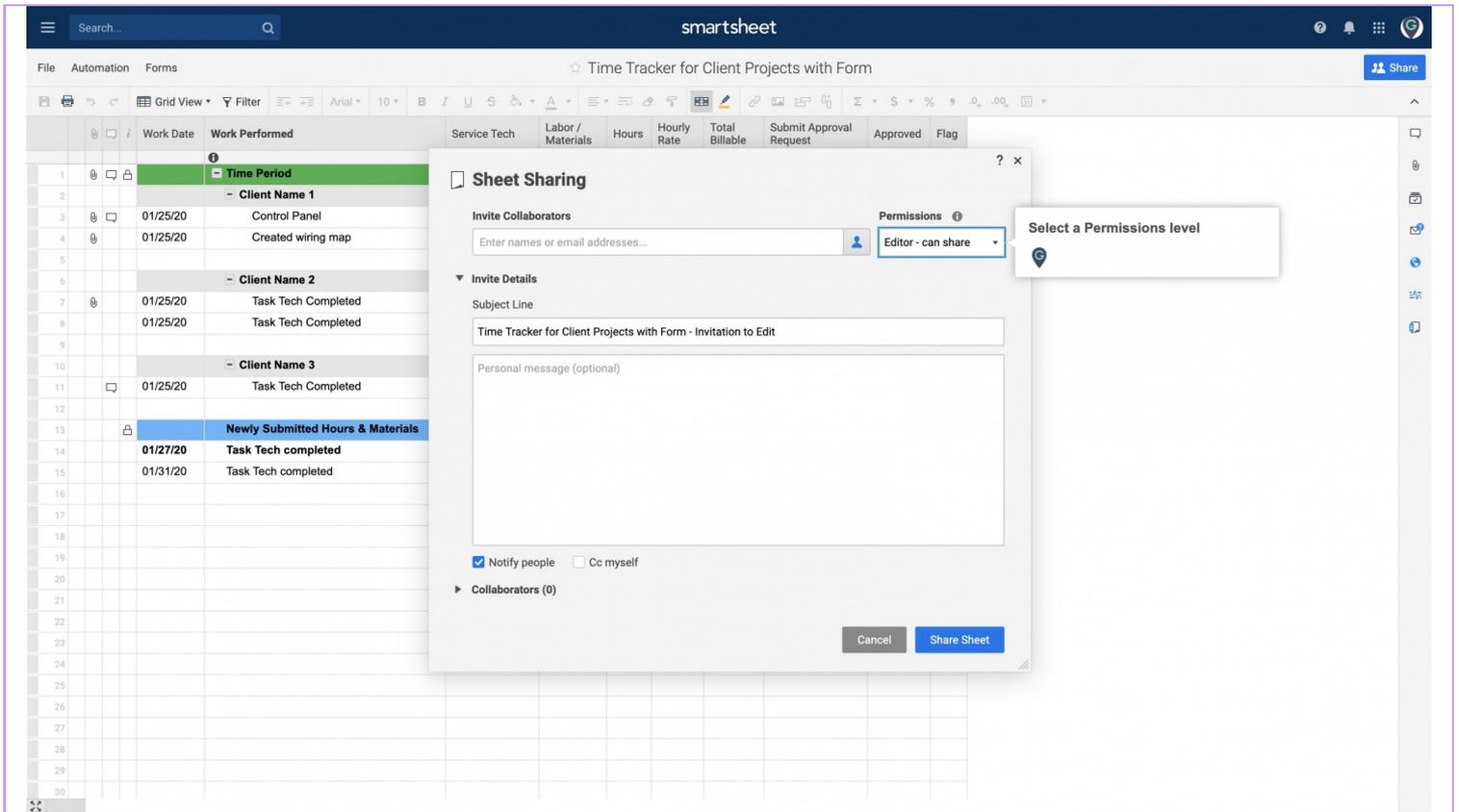
In the Invite Collaborators box at the top, type the email addresses of the people or group you want to share the item with. Separate multiple email addresses with a comma or semicolon

The screenshot shows the Smartsheet interface with a 'Sheet Sharing' dialog box open. The dialog box has the following sections:

- Invite Collaborators:** A text input field with the placeholder text "Enter names or email addresses...". A tooltip points to this field with the text: "In the Invite Collaborators box at the top, type the email addresses of the people or group you want to share the item with. Separate multiple email addresses with a comma or semicolon".
- Invite Details:**
  - Subject Line:** A text input field containing "Time Tracker for Client Projects with Form - Invitation to Edit".
  - Personal message (optional):** A large text area for entering a message.
- Notification Options:** Two checkboxes: "Notify people" (checked) and "Cc myself" (unchecked).
- Collaborators (0):** A section for listing invited collaborators, currently empty.
- Buttons:** "Cancel" and "Share Sheet" buttons at the bottom right.

# Step: 06

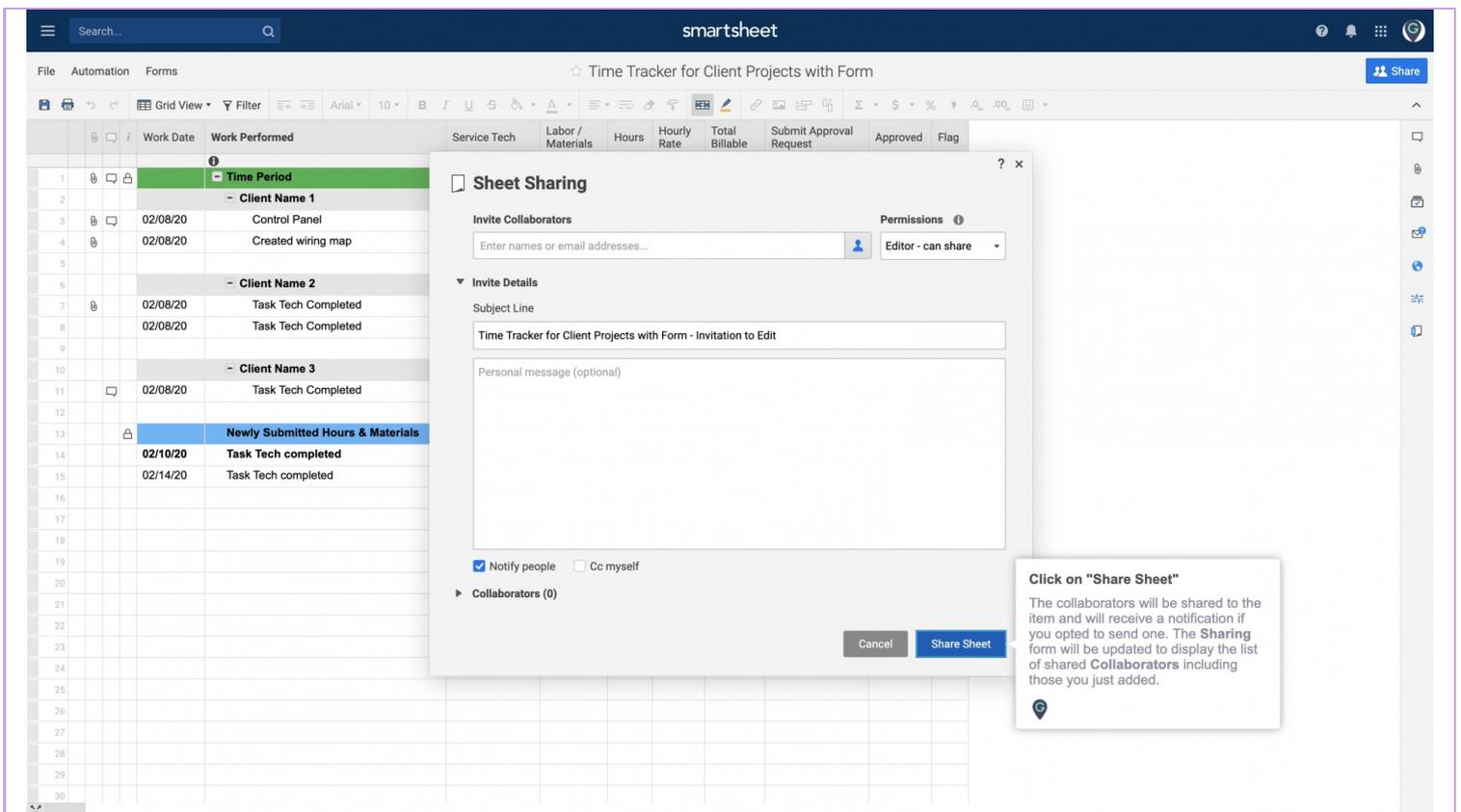
## Select a Permissions level



## Step: 07

### Click on "Share Sheet"

The collaborators will be shared to the item and will receive a notification if you opted to send one. The Sharing form will be updated to display the list of shared Collaborators including those you just added.



The screenshot displays the Smartsheet application interface. A spreadsheet titled "Time Tracker for Client Projects with Form" is visible in the background. A "Sheet Sharing" dialog box is open in the foreground, allowing the user to share the sheet. The dialog includes the following elements:

- Invite Collaborators:** A text input field for "Enter names or email addresses..." and a "Permissions" dropdown menu currently set to "Editor - can share".
- Invite Details:**
  - Subject Line:** A text input field containing "Time Tracker for Client Projects with Form - Invitation to Edit".
  - Personal message (optional):** A larger text area for an optional message.
- Notification Options:** Two checkboxes: "Notify people" (checked) and "Cc myself" (unchecked).
- Collaborators (0):** A section for listing shared collaborators, currently empty.
- Buttons:** "Cancel" and "Share Sheet" buttons at the bottom right.

A callout box on the right side of the dialog points to the "Share Sheet" button with the following text:

**Click on "Share Sheet"**  
The collaborators will be shared to the item and will receive a notification if you opted to send one. The Sharing form will be updated to display the list of shared Collaborators including those you just added.

# Thank You!

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