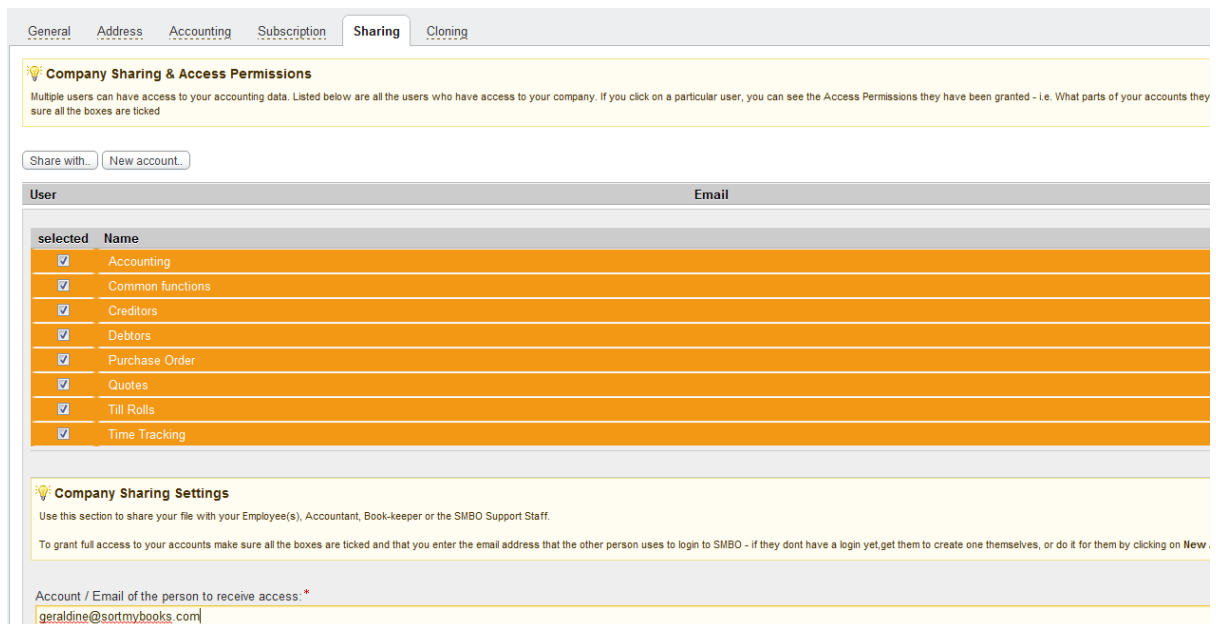


## How to share your file.

Only file **owners** have the facility to share their file.

Go to Home and Settings and click on the Sharing tab.

Click on the Share with button



General Address Accounting Subscription **Sharing** Cloning

**Company Sharing & Access Permissions**

Multiple users can have access to your accounting data. Listed below are all the users who have access to your company. If you click on a particular user, you can see the Access Permissions they have been granted - i.e. What parts of your accounts they sure all the boxes are ticked

Share with... New account...

selected	Name	Email
<input checked="" type="checkbox"/>	Accounting	
<input checked="" type="checkbox"/>	Common functions	
<input checked="" type="checkbox"/>	Creditors	
<input checked="" type="checkbox"/>	Debtors	
<input checked="" type="checkbox"/>	Purchase Order	
<input checked="" type="checkbox"/>	Quotes	
<input checked="" type="checkbox"/>	Till Rolls	
<input checked="" type="checkbox"/>	Time Tracking	

**Company Sharing Settings**

Use this section to share your file with your Employee(s), Accountant, Book-keeper or the SMBO Support Staff.

To grant full access to your accounts make sure all the boxes are ticked and that you enter the email address that the other person uses to login to SMBO - if they dont have a login yet, get them to create one themselves, or do it for them by clicking on **New**.

Account / Email of the person to receive access: \*

geraldine@sortmybooks.com

Select what access you want to give the person you are sharing with by clicking the boxes above

Then insert the email address you want to share your file with and then click OK