

## Sharing and Collaboration with myForest

It is easy to share the properties you manage in myForest, whether as the owner of a single property or the manager of multiple properties.

### Benefits of Property Sharing

Property Sharing with myForest allows you to bring in colleagues, family members, management agents, officials, contractors - in fact any stakeholders - to view or help manage a woodland in myForest.

You can also easily transfer a shared property to a new owner or manager, preserving vital mapping and data for future custodians.

### Role-Based Permissions

To make collaboration more secure, there are three specific roles in relation to property sharing:

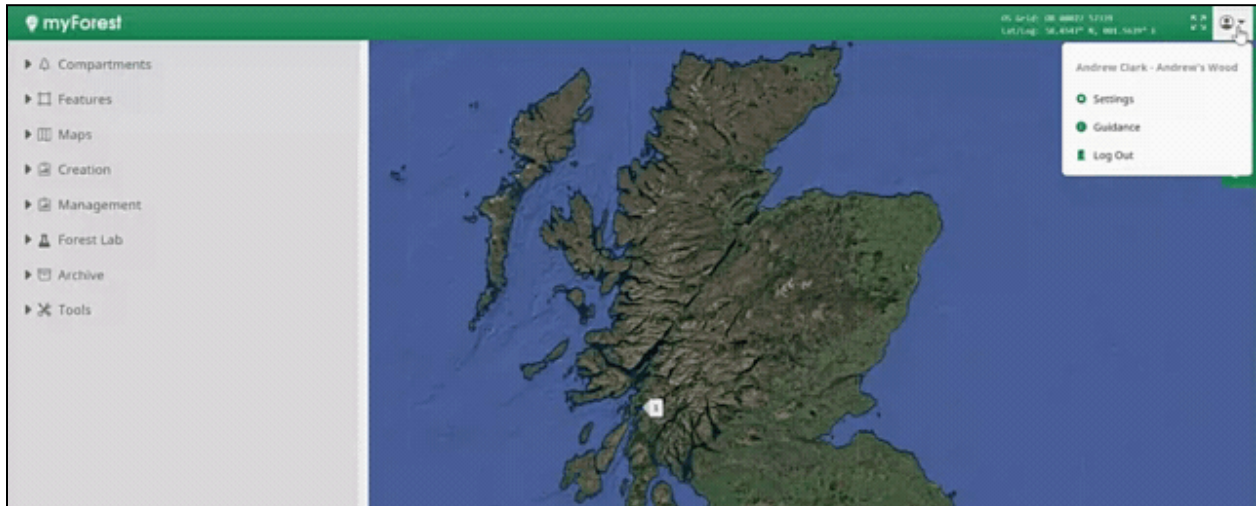
- **Collaborators** can edit mapping and data, and view or download outputs.
- **Editors** have all the rights of a collaborator, plus the ability to edit property details and manage sharing with others.
- **Property Managers** have full control, including the ability to transfer or delete the property.

### Limitations

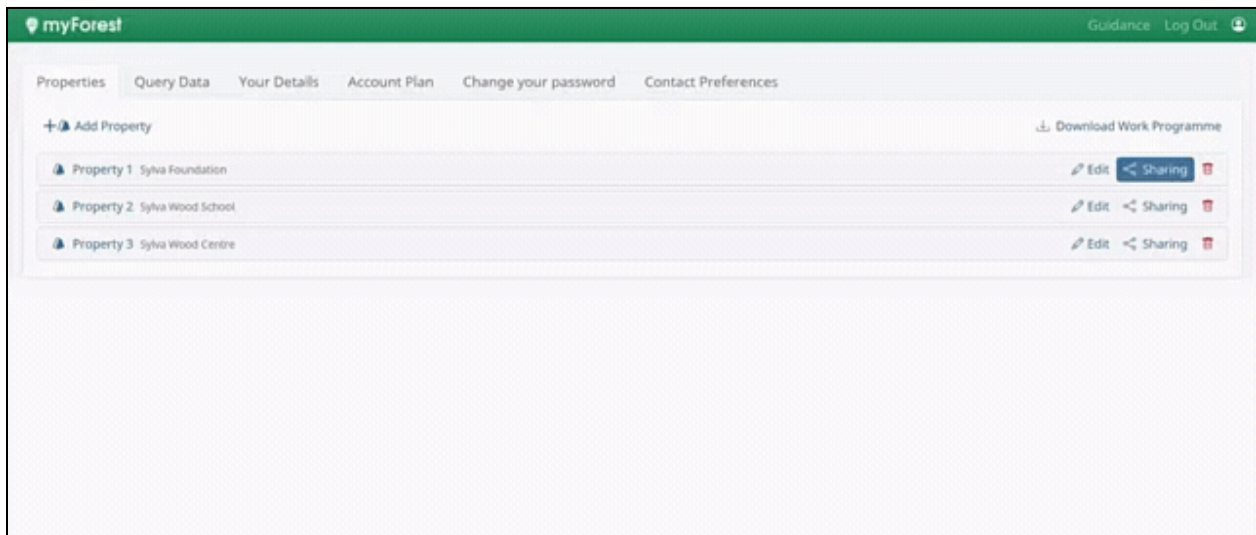
- Owner Accounts are limited to a single property. Therefore it is not possible to share an additional property with an existing owner account. To facilitate sharing in this case, the account holder will need to upgrade to an Agent account or provide an unregistered e-mail address for the share.
- If a property is shared from a Paid account to a Free account, paid functionality (eg use of OS MasterMap base maps) is not transferred with the property.

## How it works

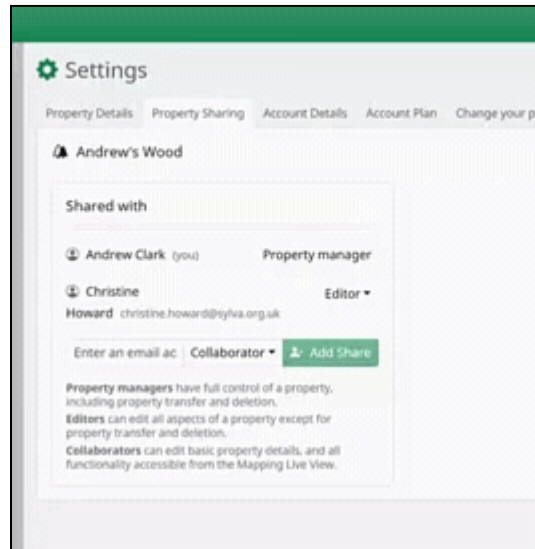
If you have an Owner Account, click on the person icon then select Settings to access the Property Sharing tab (this tab is not available to Collaborators):



If you have an Agent Account, select the Properties tab from your dashboard. To access sharing settings for a property, click on the Sharing icon (Sharing is not available to Collaborators):



To share your property, enter an e-mail address, select Collaborator or Editor, and click Add Share. If the e-mail is unregistered, an e-mail will be sent with a link to set up a new myForest account and the share will be shown as pending until this has been done:



Once a property has been shared, you can edit sharing settings by clicking the dropdown. Here you can:

- Change permissions
- Transfer ownership: this transfers the role of Property Manager
- Remover access: to cancel a share

