Fastmarkets

Fastmarkets Dashboard User Guide

Share content with Dashboard users

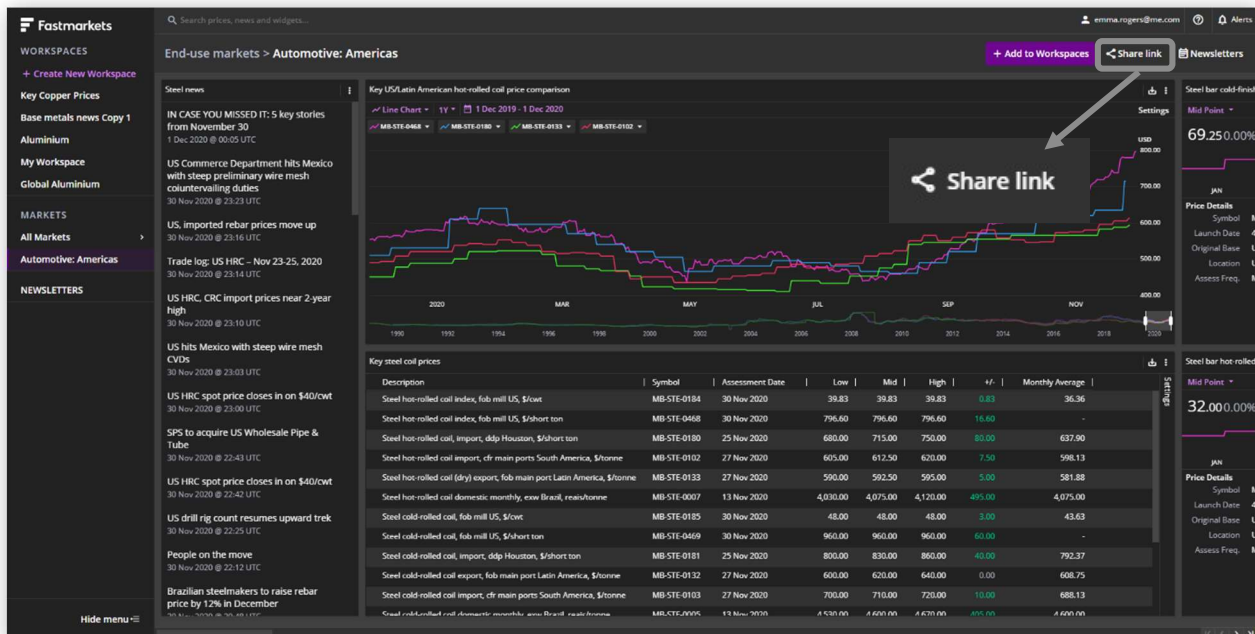# V2.1.8526

17th Nov 2021

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INTRODUCTION

The Dashboard provides the functionality to share workspaces, prices, market pages and news articles with other Dashboard users to save time with workspace creation and to quickly

highlight key information with colleagues. This function will provide a copy of the workspace or market page you share, but any subsequent changes you make on your own Dashboard to the same workspace will not be synchronized with the recipient's version.

SHARE MARKET PAGES

Market pages are pre-populated workspaces created by our editorial team to be used as starting points to edit and save new workspaces. You can access them by clicking on the All Markets menu in the navigation pane. For more information on working with market pages, please refer to the "Discover market pages" section.
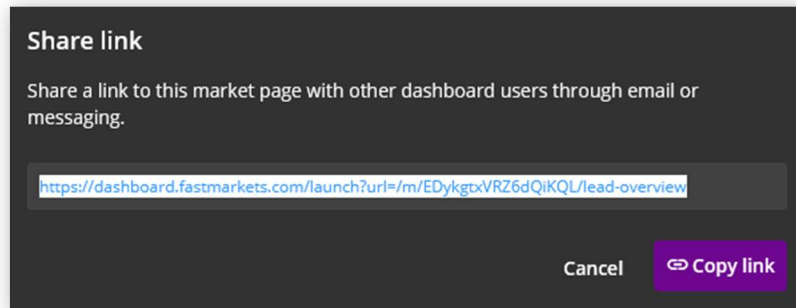

To share a market page either via email or messaging application, click on the Share Link icon in the top right corner of the Dashboard.

When the "Share link" pop-up appears, click on the purple "Copy link" button and append the link to your email or messaging application:

Your recipient will get the link, which will open in either the web version or the installed version of Dashboard. It then may be saved to their workspaces.

Please note that, if the recipient is a user of the desktop-installed version, this new market page will be synched between web and desktop-installed versions once saved.

SHARE WORKSPACES

Workspaces can be shared in a similar way to market pages. Click on the Share workspace icon in the top right corner of the Dashboard.
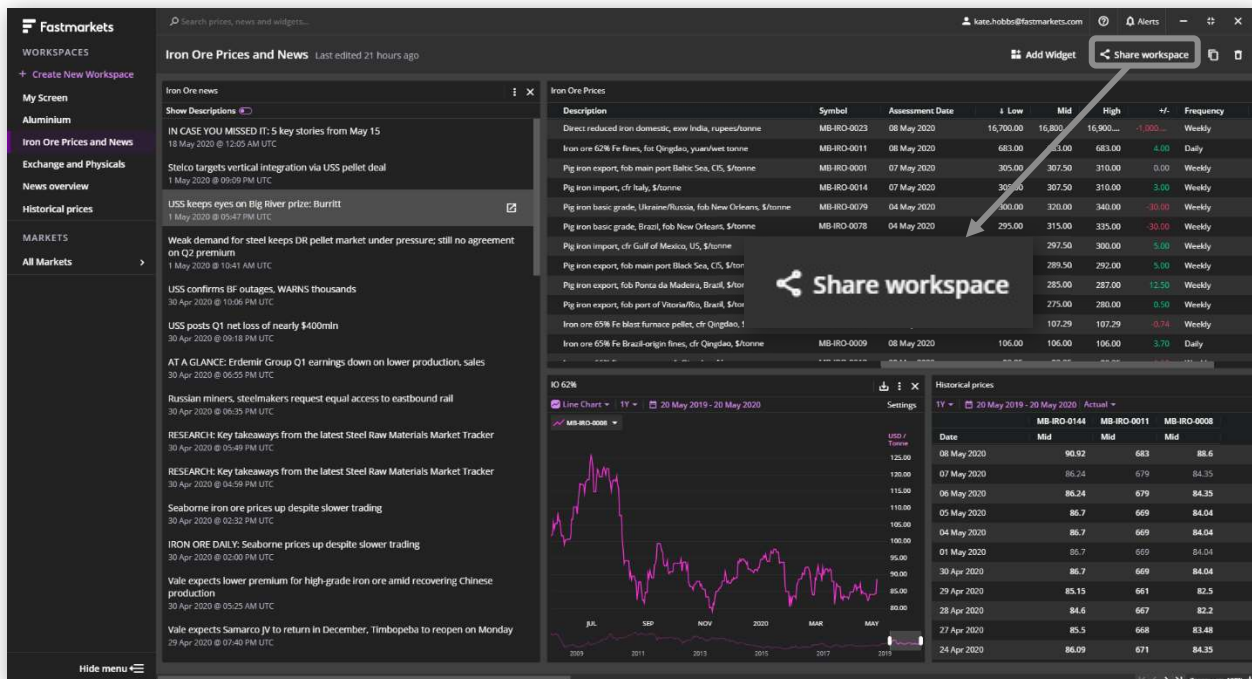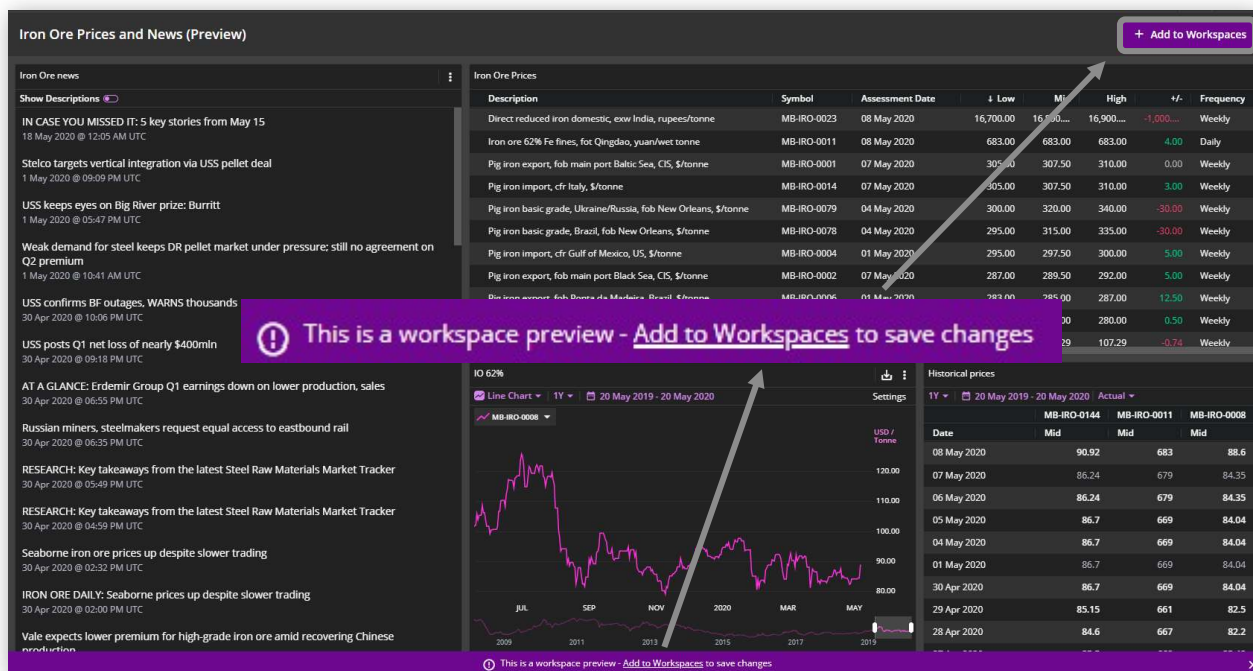
It is important to use the "Copy link" icon rather than directly copying the URL if you are using the web version, since some elements of the URL may be specific to your user profile.

The link will expire after 30 days, so you may wish to notify your recipient.

Opening a shared workspace or market page

If you receive a link to a shared workspace or market page it is important to save it to your existing workspaces, you will have the option to choose whether to open it in the installed or web version of the Dashboard. The workspace or Market Page will open "(Preview)" as a suffix to the workspace or market page name, and you will see a purple notification at the bottom of the screen. If you navigate away without saving it, you will need to re-open the link.

SHARE PRICES

When a price has been found through the Search and the Price Overview window is open, the price can be shared with another Dashboard user. To share, use the Share Link button at the bottom of the floating Price Overview window.

SHARE NEWS ARTICLES

News articles can also be shared with other Dashboard users.

The Share link button is at the top right. When you click the link, a temporary message displays telling you that the link has copied to the clipboard. The link can be sent to another Dashboard user via email or a messaging service.

When you share a link with another Dashboard user, they receive a notification to open the link in either the web version or the Installed version of Dashboard.

The same view is what will open on the other Dashboard user's screen with a message asking whether they want to open it in the installed version or the web version of Dashboard.
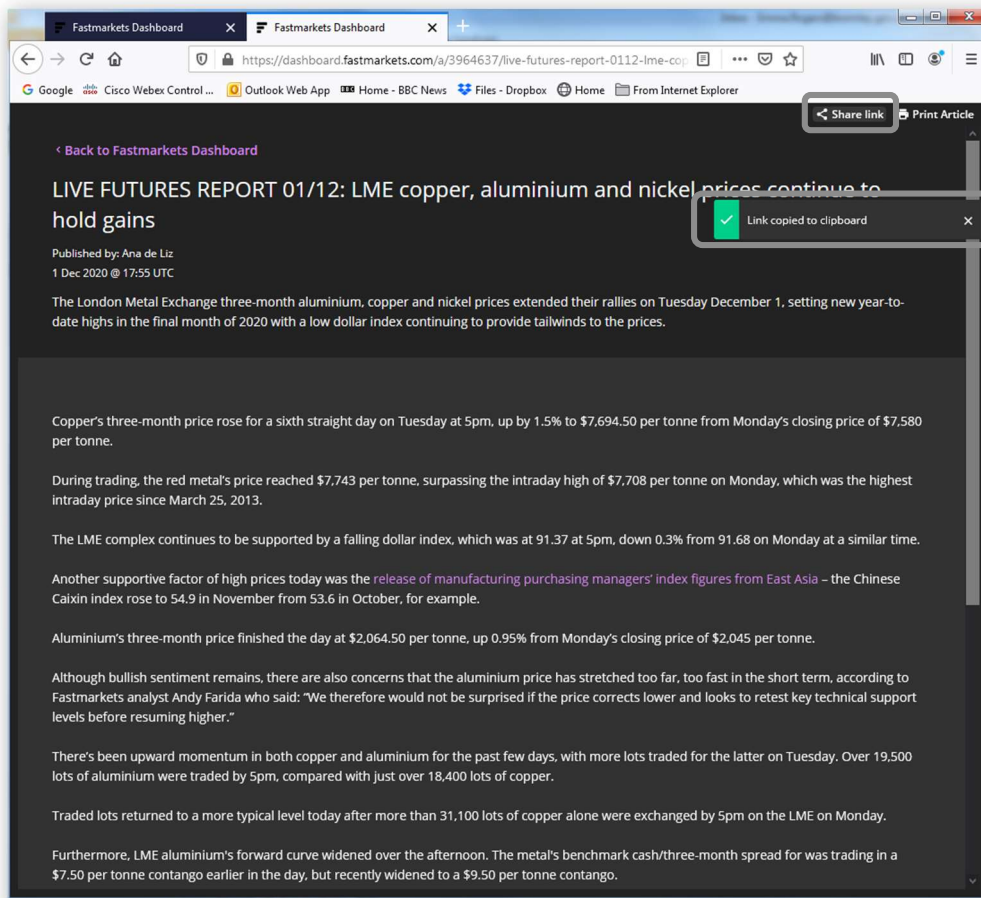
If you use Search to find an article then the same applies. You can click the Share link button to copy the link to the clipboard and send onto another Dashboard user. A similar notification will ask whether the other user wants to open the article in the web version or the installed version of Dashboard.

You might also be interested in reading other user guides on other topics such as; Exporting, Market Pages and Customizing your Workspace.

FURTHER HELP

If after reading these instructions you have further questions about how to use the Fastmarkets Dashboard, please contact our Customer Success teams or for access/order queries our Client Services team:

- ➢ **Europe, Middle East and Africa: +44 20 3855 5581**
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