

Importing a Shared Group

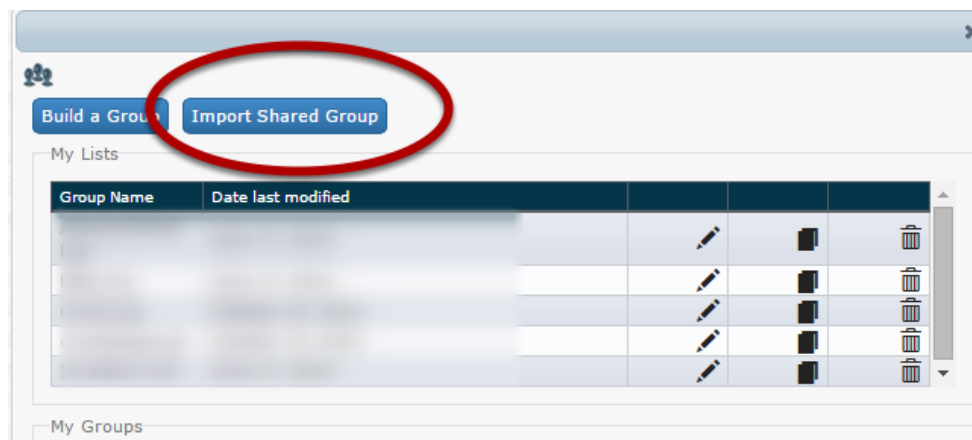
Focus has been updated to allow for the importing of groups which have been shared with a unique key by another department user in Focus. To import a shared group, you will need the unique Shared Group Key.

Open the group manager window



From the Focus home page, click on the Manage Groups/Lists button

The Manage Groups/Lists Window



On the Manage Groups window, click the Import Shared Group button.

Import Shared Group Window

Import Shared Group

Info: No description was provided for this group.

1 Shared Group Key: wv1413398870566

3 Group Name: My Imported Group

This form is used to create a group from a Shared Group Key sent to you by another Focus user. Paste the Key you received into the field above, provide a Group Name and hit "Create Group"

4 Create Group Cancel

1. Paste in the Shared Group Key you wish to import
2. Note the description for the group if it was entered by the user who created and shared the original group.
3. Enter a Group Name for this group
4. Click the Create Group button

Manage Groups / Lists Window

My Groups

Group Name	Date last modified				
My Imported Group	November 17, 2014				

You should be brought back to the Manage Groups window and the group you imported will be visible in the My Groups window. You can now edit the group to your preferences.

Note: The process of importing the group creates a personal copy of that group for you. If the user who shared the original group with you deletes the group, it will not impact your imported group in any way.