Create Share Link

1. On the FlashFolio dashboard, click Vitas and Biosketches on the left-hand side of the screen.

2. Click on the eye icon in the View column that corresponds with the process that contains the uploaded files to share.

3. Set the date for the files you want to share. This will ensure that only files from that date range are shared.
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4. Click the Export/Share button to display a drop-down list of options. And then select the Web Link option.

5. Copy the URL that appears in the Web Link box. Share this link to enable read access to your uploaded files. **Please note that once that link is shared, the FlashFolio Administrator is unable to remove that access.**

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