Shared company information

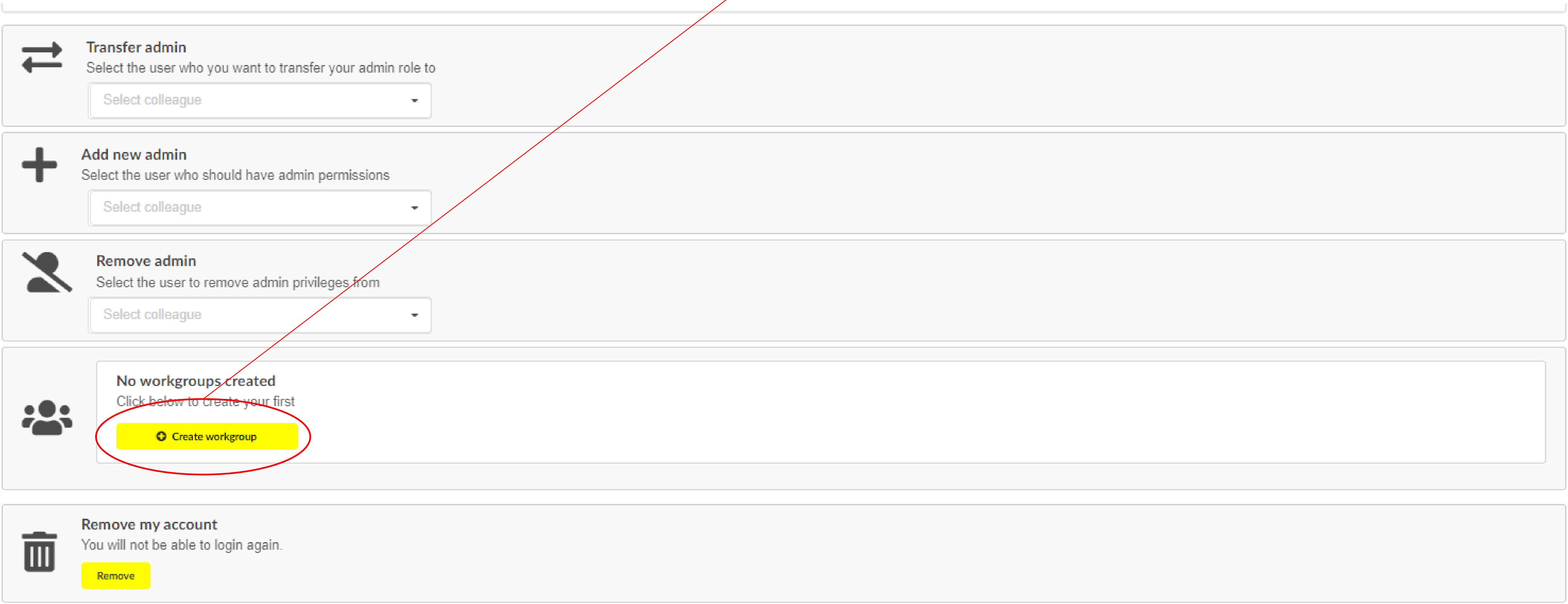
TradePort – Workgroup manual

TradePort workgroup

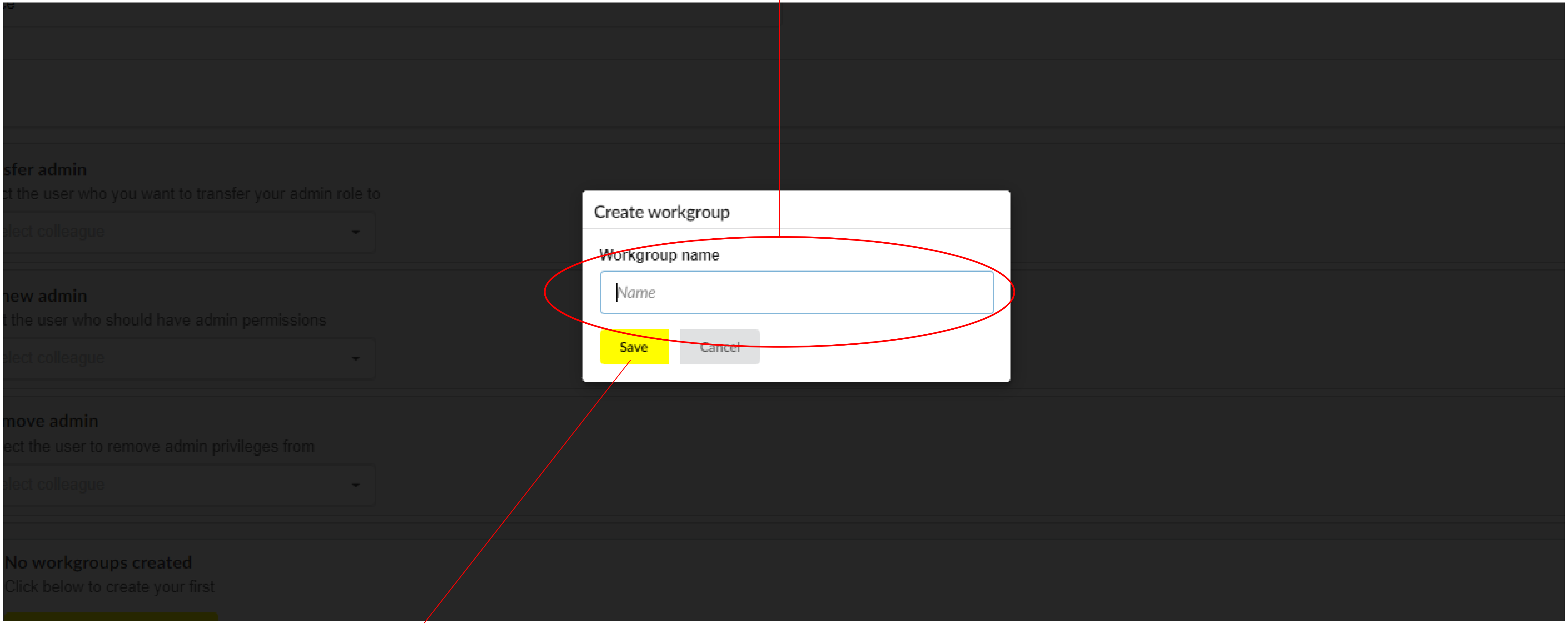
The workgroup function in TradePort enable your company-wide users to collaborate on applications and share information between accounts. This feature is available for TradePort company administrators only.

Choose “Manage account”

Scroll down the “Manage account” page and click “Create workgroup”

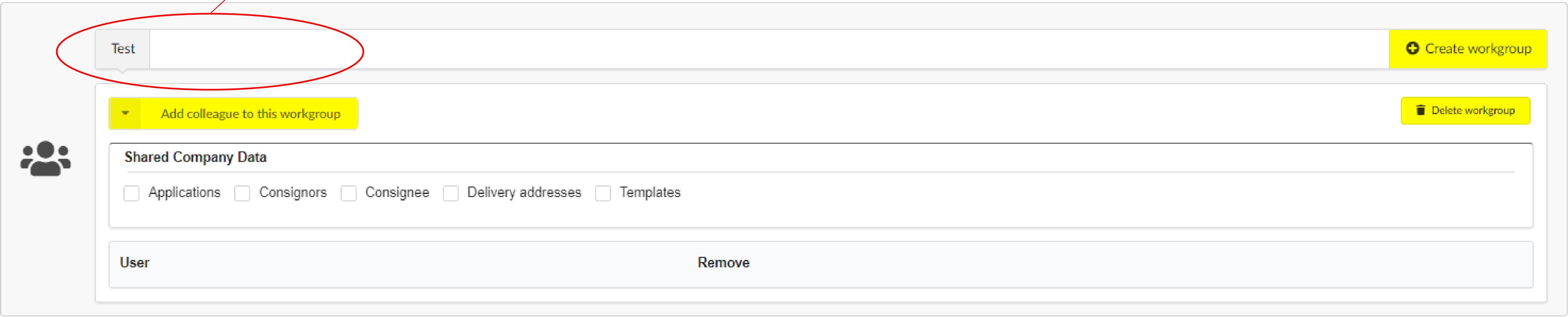


Name your workgroup

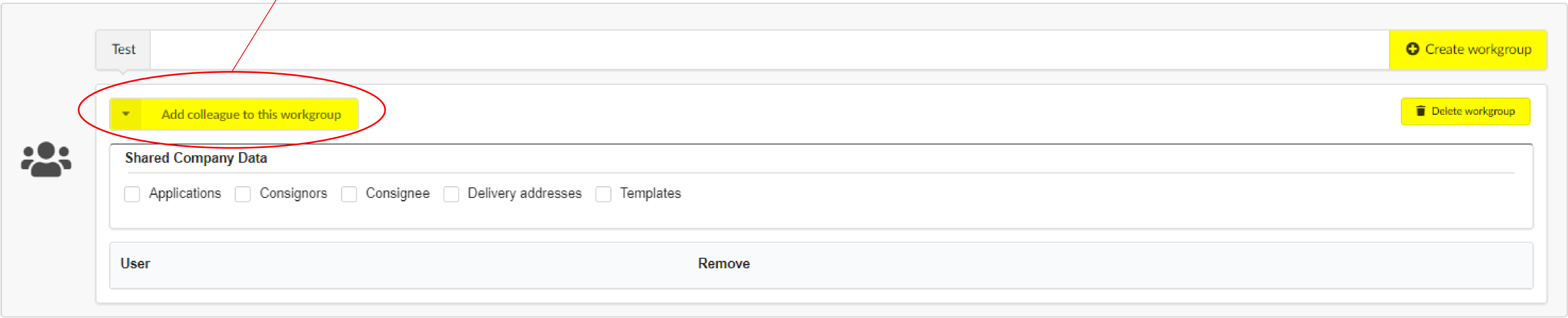


Click “Save”

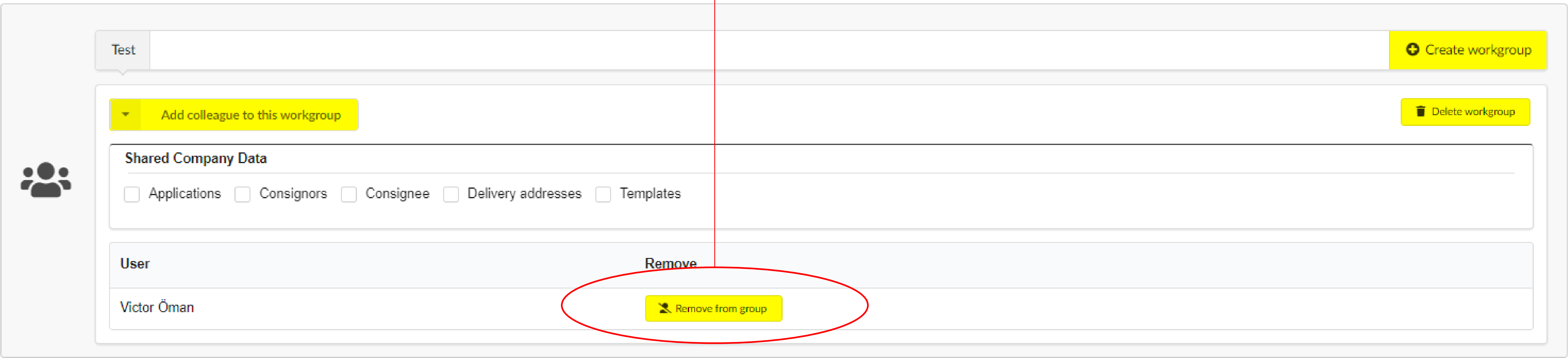
In this menu you will find your active workgroups



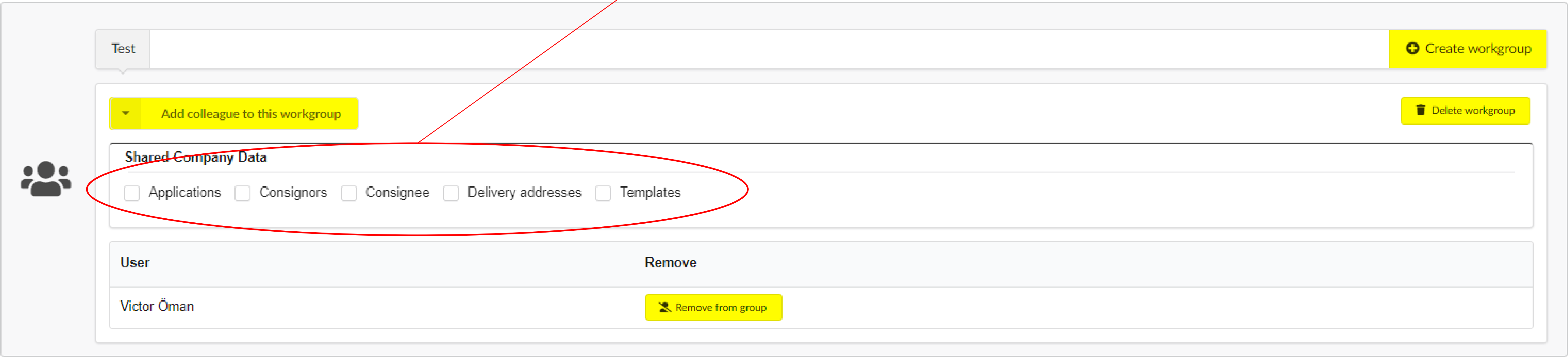
Choose the colleagues within the organization that you want to include in the workgroup (they need to have a TradePort account connected to your company).



You can remove members of a workgroup by clicking this button.



In this menu you can choose what information that will be shared among the members of the workgroup



Here you can choose if you'd like to delete a workgroup or create a new.