

Basic things to know

Concept

The **My IDs** feature allows you to easily create, maintain, and share lists of products and assemblies. Whether you're organizing items for your own use or collaborating with others, My IDs offers a streamlined way to manage your lists, add IDs, and share them with colleagues or users from other companies.

Benefits



Streamlined Organization

Effortlessly manage multiple products and assemblies in a structured way to improve workflow.



Efficient Sharing

Share your lists with colleagues or users from other companies to stay aligned.



Save Time

Quickly add IDs to your lists directly from the product search results, eliminating the need for repeated searches.



Flexible Management

Add IDs to one or more lists, or create new lists as needed to meet your requirements.

Walkthrough

Creating, Managing, and Sharing Lists

Creating Lists:

- You can create new lists from the **My IDs** page by clicking the **[Add List]** button.
- While adding products, you can also create a new list by selecting **[Create New List]** from the popup when adding items to your list.

Managing Lists:

- After creating a list, view and manage it on the **My IDs** page in the **Lists Table**.
- On the **List Details Page**, you can edit, copy, or delete your list. You can also **add more products** to the list from here by clicking the **[Add to List]** button.

Sharing Lists:

- You can share your lists from both the **List Details Page** and the **My IDs** page.
- When sharing, you can select **one or several users** to share the list with.
- After the list is shared with you, you will receive an **email notification** letting you know that the list has been shared.

Copying Lists:

- You can copy lists from both the **List Details Page** and the **My IDs** page.
- You can copy your lists and lists shared with you. You can also customize them for your own use.

List name	Number of IDs	List ID	Shared with (Whitelist)	Author (User)	Author (Company)	Updated
Sharecat3456	8	10000017	Svitlana Zghurska, Erik Andre Lyset	Svitlana Zghurska	Sharecat Solutions AS	01.04.2025
test Empty List	0	10000013	Natalia Dobzhanska, Svitlana Zghurska	Natalia Dobzhanska	TIEQEVRY NORWAY AS	01.04.2025
Demo List 1	11	10000021	Me	mykhalo drobyk	TIEQEVRY NORWAY AS	03.04.2025
Demo List 2	5	10000022	Me	mykhalo drobyk	TIEQEVRY NORWAY AS	03.04.2025
Demo List 3	5	10000023	Me	mykhalo drobyk	TIEQEVRY NORWAY AS	03.04.2025
Sharecat.test list	4	10000014	Svitlana Zghurska	Svitlana Zghurska	Sharecat Solutions AS	01.04.2025
first list again	2	10000020	sgp1 test	sgp1 test	AKER BP ASA	02.04.2025
sharecat.number3	2	10000016	Svitlana Zghurska, Nikolai Yotassi Erlendson	Svitlana Zghurska	Sharecat Solutions AS	01.04.2025
test.test!	2	10000018	Svitlana Zghurska	Svitlana Zghurska	Sharecat Solutions AS	01.04.2025
test.test!	2	10000019	Svitlana Zghurska	Svitlana Zghurska	Sharecat Solutions AS	01.04.2025

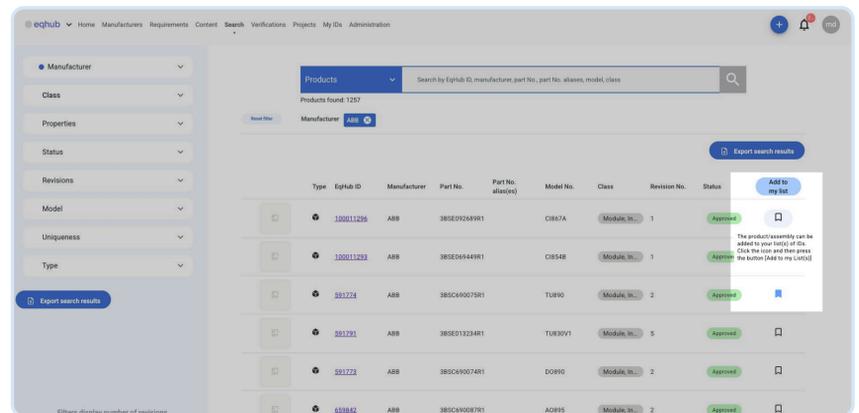
Type	EqHub ID	Manufacturer	Part No.	Class	Revision No.	Revision status	Verification status	Number of documents	Restricted documents	Parts	Added
VALVE, CHECK	10000080	ABACUS VALVES	AB-CH8D50R_BN_127MM	VALVE, CHECK	1	Published	Approved	5	Yes	No	03.04.2025
VALVE, GLOBE	10000022	FLITTEK ORSENGO VALVES	AB-SB4010R_40N_HANDBR_HEEL_292MM	VALVE, GLOBE	1	Published	Approved	9	No	No	03.04.2025
VALVE, BALL	10000021	FLITTEK ORSENGO VALVES	AB-BL4000S_40N_LEVER_209MM	VALVE, BALL	1	Published	Approved	8	No	No	03.04.2025
VALVE, RELIEF	10000004	BIS VALVES	T327N-258	VALVE, RELIEF	1	Published	Approved	2	No	No	03.04.2025
VALVE, RELIEF	10000003	BIS VALVES	T327N-NACE-0418-258	VALVE, RELIEF	1	Published	Approved	5	No	No	03.04.2025
VALVE, RELIEF	10000001	BIS VALVES	SD-T325N-248	VALVE, RELIEF	1	Published	Approved	1	No	No	03.04.2025

Walkthrough

Adding IDs to Lists

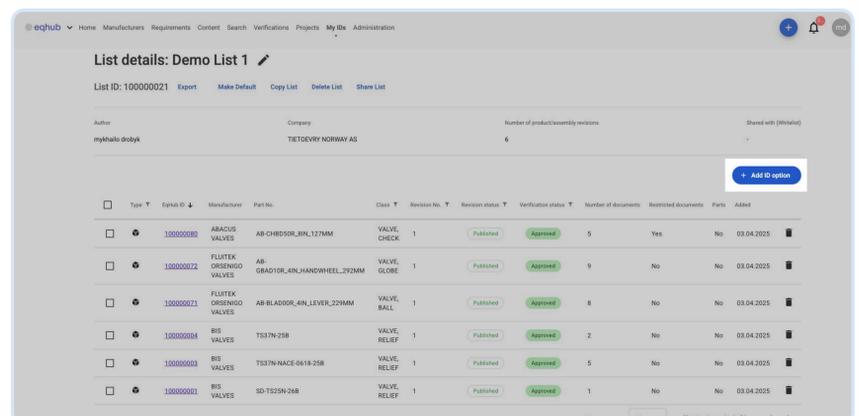
Adding IDs via Product Search:

- From the **Product Search** page, each product/assembly row has an icon that allows you to add the item to a list.
- If the item is not yet in any list, the icon will be **unfilled**. When you **hover** over it, a tooltip with explanation will appear.
- If the item is already in your list, the icon will be **gray**, and on hover, the tooltip with corresponding explanation will appear.
- After clicking the icon, you can select the **[Add to my List(s)]** button to add the ID to one or more existing lists or create a new list.



Adding IDs via List Details:

- From the **List Details Page**, you can also add IDs to the list.
- Click the **[Add ID option]** button on the page, and then select IDs from your search results or from existing items to add to this specific list.
- You can choose to add IDs to **one or more lists** or **create a new list** during this process.



Managing Access to Lists

Managing access to your lists is both efficient and intuitive with notifications being sent to those who lists have been shared with.

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Questions?

Please contact us at support@eqhub.no

