



Basic things to know



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.





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.





Flexible Management

Save Time

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

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



Basic things to know



Walkthrough

Creating, Managing, and Sharing 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.

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	ů	10000004	BIS VALVES	TS37N-25B	VALVE, RELIEF	1	Published	Approved	2	No	No	03.04.2025	
	ů	10000003	BIS VALVES	TS37N-NACE-0618-25B	VALVE, RELIEF	1	Published	Approved	5	No	No	03.04.2025	
	ŵ	<u>100000001</u>	BIS VALVES	SD-TS25N-26B	VALVE, RELIEF	1	Published	Approved	1	No	No	03.04.2025	





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Walkthrough

Adding IDs to Lists





- 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.

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mykhailo dro	bbyk		TIETOEVRY NORWAY AS	6	3
					+ Add ID option

• You can choose to add IDs to one or more lists or create a new list during this process.

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ŵ	<u>100000072</u>	FLUITEK ORSENIGO VALVES	AB- GBAD10R_4IN_HANDWHEEL_292MM	VALVE, GLOBE	1	Published	Approved	9	No	No	03.04.2025	
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ŵ	<u>100000004</u>	BIS VALVES	TS37N-25B	VALVE, RELIEF	1	Published	Approved	2	No	No	03.04.2025	
ŵ	<u>100000003</u>	BIS VALVES	TS37N-NACE-0618-25B	VALVE, RELIEF	1	Published	Approved	5	No	No	03.04.2025	
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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.



Questions?

Please contact us at support@eqhub.no



