

Sharing Your Plan With Others

1. To share your plan, export it by clicking the three dots in the right corner of the plan to open the menu.
2. Select **Export action plan**.
3. Choose your desired export setting and click **Export**. Your plan will download automatically. **NOTE:** Each action plan needs to be downloaded separately.

Note: You can also share your plan with other managers by adding them as a co-owner. They will then be able to view and edit the action. See the [Creating an Action Plan QRC](#) for more information on adding co-owners.

