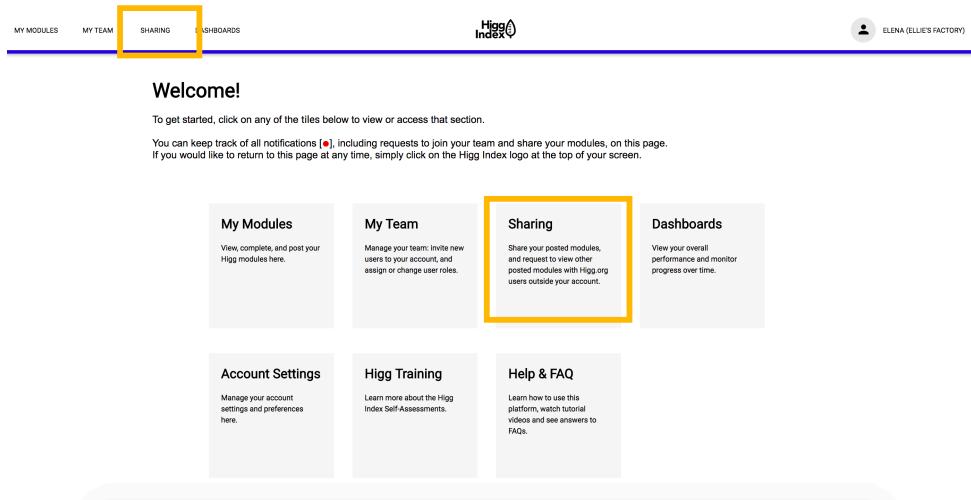




Higg.org Platform: Sharing & Requesting Modules

Once you have set up your account and started your module, you can approve requests to share your module with your business partners. You can also request modules from other accounts. Approved business partners and peers can only see **posted** or **verified** shared modules. They cannot view a module *in progress*.

Home Page Navigation



Approving Sharing Requests

To view and approve any sharing requests, select “**Sharing**” on the home page.

- You will see “**Received Requests**” at the top of the page. This indicates requests from your business partners that would like to view your completed modules.
- Click “**Approve**” or “**Decline**” next to the sharing request. **You can approve a sharing request even if your module is not yet completed/posted.** The account that requested access will not see your module until you have posted it.

Sharing NEW SHARING REQUEST

Received Requests
Approve / decline requests to view your modules and data from other accounts.

Account	Higg Id	Parent Company	Module Name	Date Requested	Actions
Toad & Co	14728		FEM 2017_Thai Garment Export Co. Ltd Factory 1	10/10/2017	Approve Decline
Higgs-R-Us			FEM 2017_Thai Garment Export Co. Ltd Factory 1	10/25/2017	Approve Decline

<<< 1 >>> 20

Sending Sharing Requests

To send a sharing request to access another account’s posted module, click “**New Sharing Request**” at the top right of the page

If you have questions or need support, please first review the training materials on www.HowtoHigg.org. If you cannot find the answer to your questions, click “**Submit a Request**” at the top of the page to submit a support request.



- **Optional:** If you would like to filter your sharing request to a specific type of module or year, select a module type using the dropdown menu. This is optional, if you do not select anything, you will receive results for all module types and years.
- **Search for the facility** whose module you wish to request by using the account name or Higg identification number if you know it (Higg ID). To search for multiple accounts, separate the names and/or ID numbers with a comma (e.g. account 1, account 2, account 3). Click **“Search.”**
- Review the search results and click the checkbox next to each account whose module you wish to request. Click **“Request Modules.”**

SEARCH RESULTS:

<input checked="" type="checkbox"/>	Account	Parent Company	Higg Id	Module Name
<input checked="" type="checkbox"/>	Kurt Higg			FEM 2017_Kurt Higg
<input checked="" type="checkbox"/>	Higgs-R-U's			FEM 2017_Higgs-R-U's

[REQUEST MODULES](#)

- Facilities who you request a module from, will receive a notification by email and within the Higg.org platform. They must approve the request to grant you permission to view their posted modules.
- You can view all your sent sharing requests in the **“Sent Requests”** section. Click **“Re-request”** to send business partners a reminder notification if they have not yet approved your sharing request.

Sent Requests

Requests to view modules and data from other accounts.

SEARCH [] EXPORT []

Account	Higg Id	Parent Company	Module Name	Date Requested	Actions
Crystal Group	284		FEM 2017_Crystal Group	10/30/2017	Re-request Cancel

Navigation: <<< 1 >>> 20

Viewing Approved Shared Modules

You can view all modules that have been successfully shared with you in the **“Shared Modules”** section at the bottom of the Sharing page.

- You will see the status of all the modules shared with you, whether the module is “in progress” or “posted.” Remember, you will only be able to view posted modules.
- Exporting shared module data will be possible in January 2018.

If you have questions or need support, please first review the training materials on www.HowtoHigg.org. If you cannot find the answer to your questions, click **“Submit a Request”** at the top of the page to submit a support request.