

The Binder Wall

Learn how to access the Binder Wall to view, update, and manage your Compass binders.

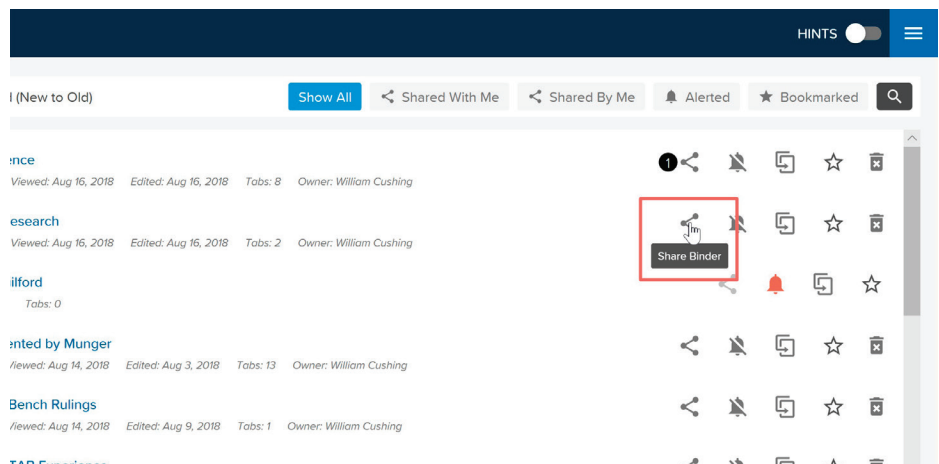
To view the Binder Wall click the **Navigation** icon in the top right of the page and click the **Binder Wall** icon.

Here you will see all of the binders you've created and saved, the public binders you've accessed, and binders others have shared with you.



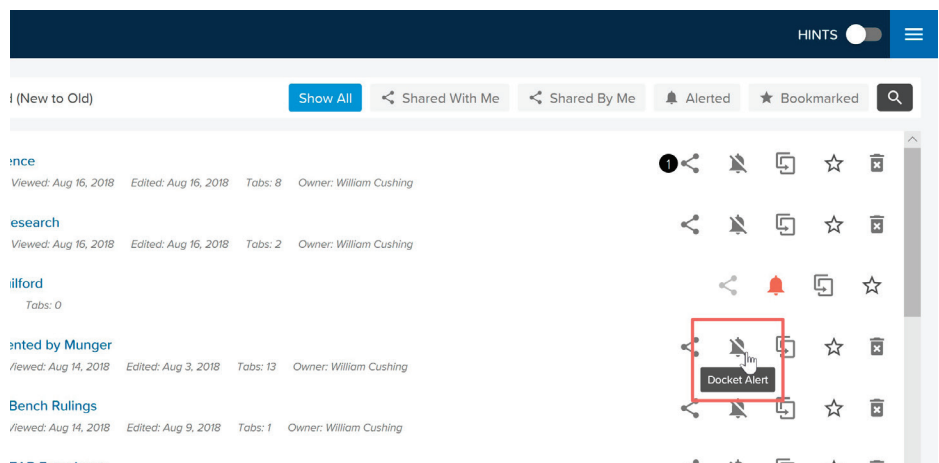
To view or edit the users you've shared the binder with:

- Click the **Share** icon. This will give you a pop-up.
- Select the people you want to share the binder with, or whose access you want to remove.
- Click **Update Binder Access**.



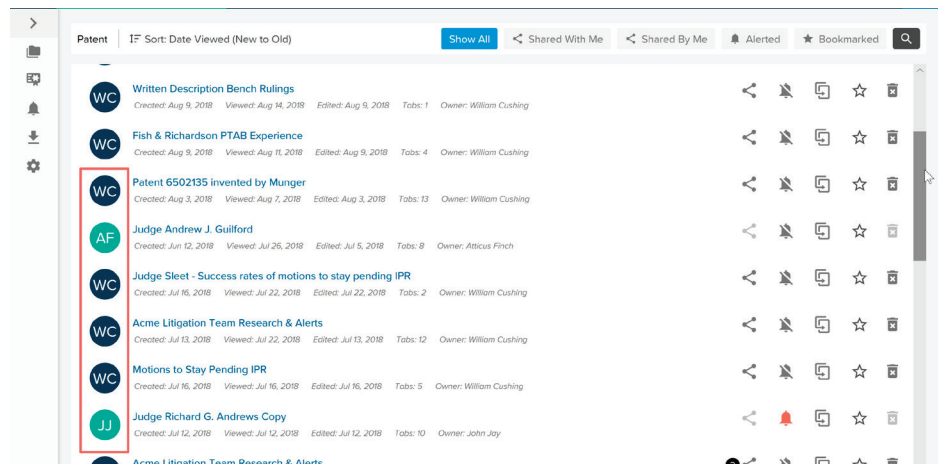
To edit your alert options:

- Click the **Alert** icon. From the pop-up, you can view the delivery frequency of each alert and add or remove recipients.



There are **user-created** binders:

- Binders with **your initials**. This means you are the owner and can share the binder with anyone and set up alerts on it.
- Binders with **someone else's initials**. These binders have been shared with you. You can view shared binders, but you cannot share them or create alerts on them.

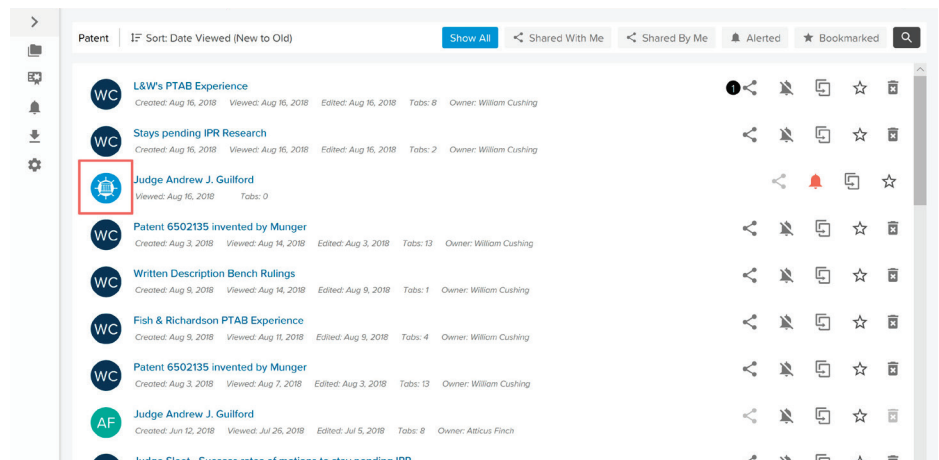


There are also **public** binders, created by Docket Navigator.

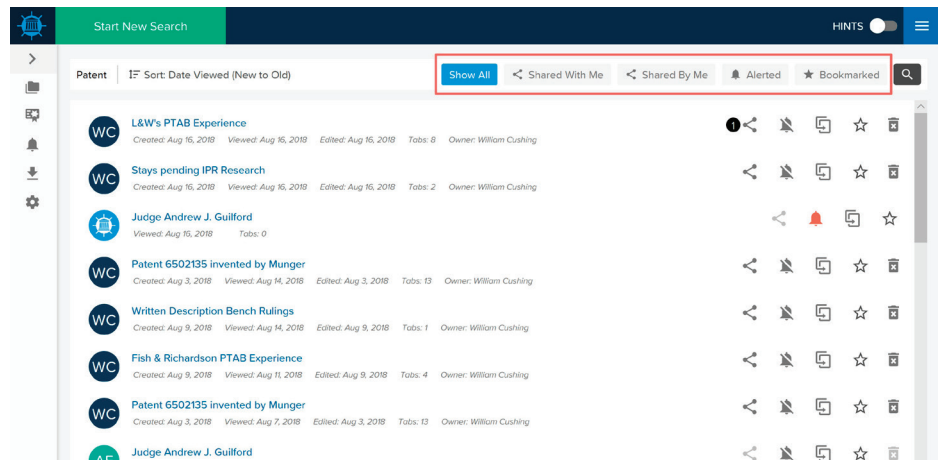
- Binders with the ship's wheel were created by Docket Navigator and are public binders that any user can view.

To make a Shared or Public binder yours:

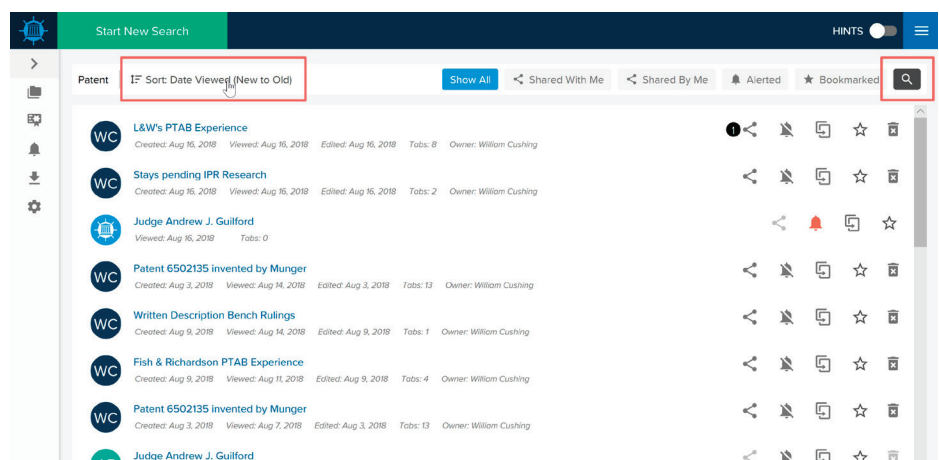
- Make a copy with the **FILE/Save As** option when the binder is opened.



Use the buttons at the top to **filter** binders to see ones that were Shared by You, Alerted, Bookmarked, or Shared with You.



You can search the Wall by clicking the **search icon** in the top right and typing in part of the name of your binder.



You can also **sort** by Binder Name, Last Edited, Owner, etc.