

# How do I send research in Synaptic Research?

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This article explains how to send research to other named users on your licence.

It is possible to send research between named users on a licence. To do this find the piece of research to be sent to a named user. Use the **Send button** on the Menu Bar:



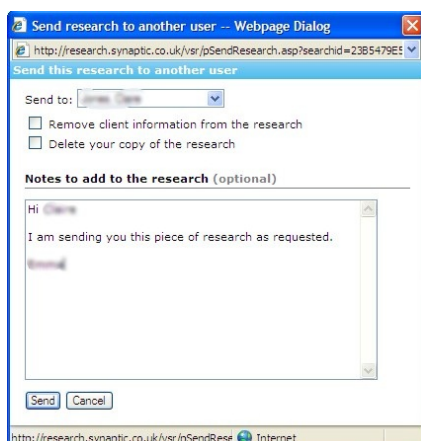
The screenshot shows a web application interface for 'Personal Pension (Fully Insured) £200.00 pm'. At the top, there is a menu bar with options: Ranking, Report, Quote, Comparison, Change title, Save as PDF, Delete, Copy, Send, Not shared, and Help. Below the menu bar, a status bar indicates '10 contracts out of 34 (29%) - 1 manually excluded'. The main content is a table with the following columns: Company, Contract, Minimum age at entry (NB), and PPT cover ceases at age NB. The table contains 10 rows of data:

Company	Contract	Minimum age at entry (NB)	PPT cover ceases at age NB
Friends Provident	The Personal Range - Individual P	None	N/A
Legal & General	L&G (available on Cofunds) Portfol	18	N/A
Legal & General	Portfolio Plus Pension	18	N/A
Prudential Intermedia Pru	Flexible Retirement Plan	17	N/A
Scottish Life (Royal L)	Pension Portfolio	None	65
Scottish Life (Royal L)	Pension Portfolio (Financial Advise)	None	65
Scottish Widows	Individual Personal Pension Plan	None	60
Scottish Widows	The Retirement Account - Flexible	None	60
Scottish Widows	The Retirement Account - Nil Com)	None	60
Scottish Widows	The Retirement Account - Scaled C	None	60

Now select who this is to be sent to and confirm what you want to happen:

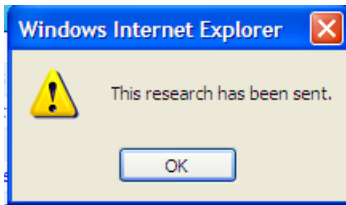
- Remove client information from the research
- Delete your copy of the research

Make any notes as appropriate and when done, click **Send**:



The screenshot shows a 'Send research to another user' dialog box. It has a title bar 'Send research to another user -- Webpage Dialog' and a URL bar 'http://research.synaptic.co.uk/vsr/pSendResearch.asp?searchid=2385479E'. The main content area is titled 'Send this research to another user' and contains a 'Send to:' dropdown menu, two checkboxes for 'Remove client information from the research' and 'Delete your copy of the research', and a text area for 'Notes to add to the research (optional)'. The text area contains the text: 'Hi [Name], I am sending you this piece of research as requested.' Below the text area are 'Send' and 'Cancel' buttons. The status bar at the bottom shows 'http://research.synaptic.co.uk/vsr/pSendRese' and 'Internet'.

A pop up box will appear, click **OK**:



Your colleague will receive a copy of this research the next time they log into Synaptic Research.

A message will appear on the **Menu Bar** on the front screen to confirm that a piece of research has been received:



The **Recent** tab will show the piece of research received:



The first item in this list is the piece of research which has been sent.

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