

Make a "Shared" Normalization Rule "Private"

- **Product:** Alma
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Question

How to make a shared normalization rule private again. When going into the properties of a normalization rule that was created as Private, Shared and Enabled options are greyed out.

Answer

It's indeed not possible to change from "Shared" to "Private".

The workaround is the following:

- Open the NR under "Shared" and do "Edit"
- Select >File >Save as Template >Normalization Rules and fill in the relevant fields. Here you can also tick "Private"
- Afterwards delete the "old" NR from the "Shared" folder.

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