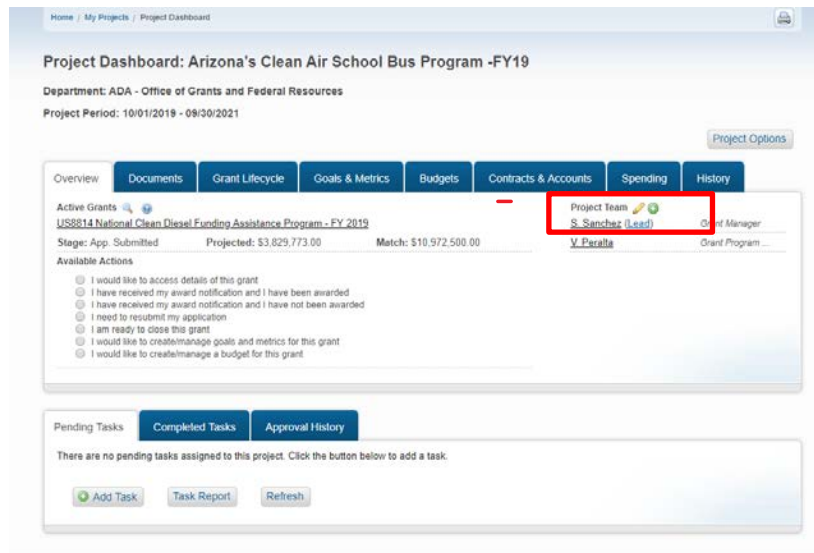


Quick Reference User Guide C

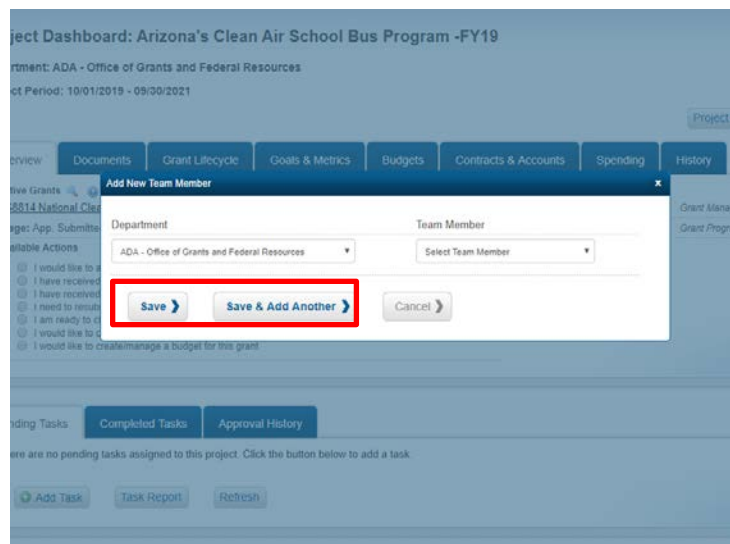
How to Add Team Member to your Project

This user guide will assist with adding a team member to an existing project. It is recommended to add team members to a project when the project is first created.

From your project dashboard, select the pencil or green plus button next to project team.

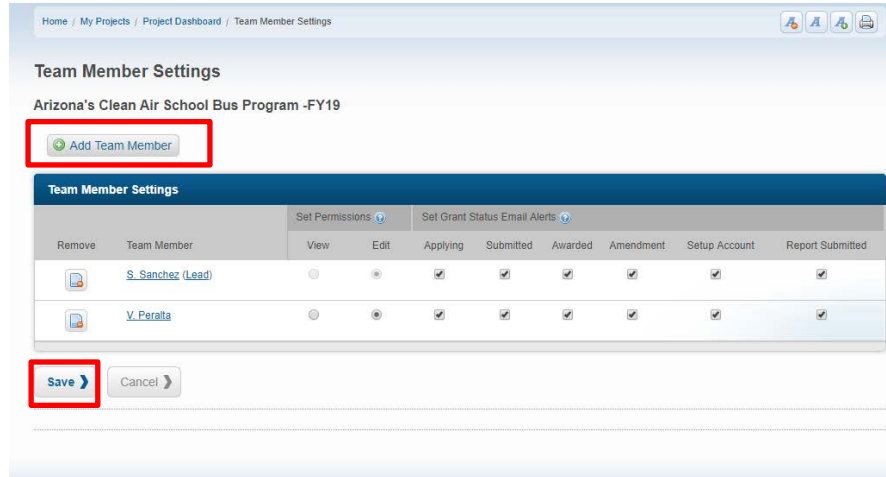


The green plus button will provide you drop down menu to add team member within your department:



Once you have selected the team member to assign to project click "save." If you would like to add additional team members, click "save & add another."

If you select the pencil, you can provide and/or reject certain access to each team member. You can also add team members here by selecting “Add Team Members.”



Once you have finished assigning team members to your project, click “save.”