How to Add Collaborators

Collaborators are like your project’s team. They’re individuals inside or outside your company that you want to grant read and/or write permissions for specific projects. Based on the permission you grant, collaborators can either view a project, or make edits. Collaborators can also be removed from a project at any time. To add collaborators:

1. Go to the Manage Projects tile
2. Locate the project you would like to add collaborators to
3. On the projects table, click on the three dots next to Action Button
4. Click add Collaborator

As mentioned above, collaborators can have either Read Only or Edit permissions. Read Only means they can only view a project and Edit means they can make changes to a project.

Internal Collaborators

Internal collaborators are individuals from your company. By default, internal collaborators will have Edit permissions but that can be changed to Read Only.

External Collaborators

External collaborators are individuals from companies other than yours.