constructconnect

ConstructConnect

Sharing Projects and Adding Notes to Projects

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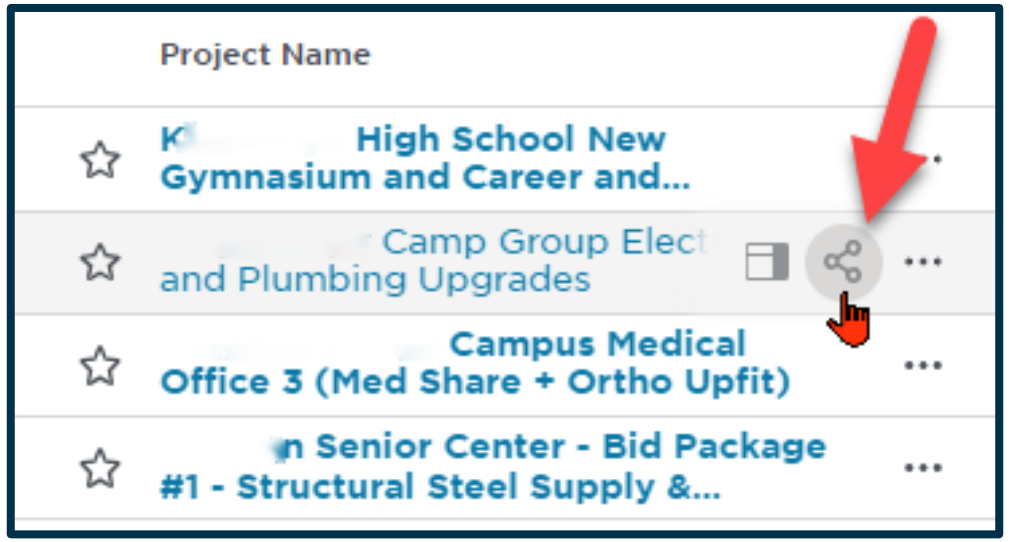
- The Share Icon can be found in several different locations throughout the site.
- When you hover your cursor over a project name the share icon will appear.



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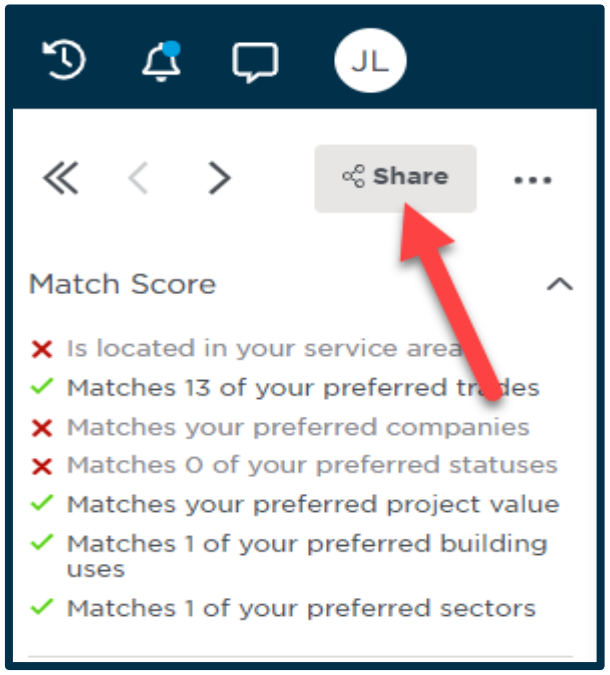
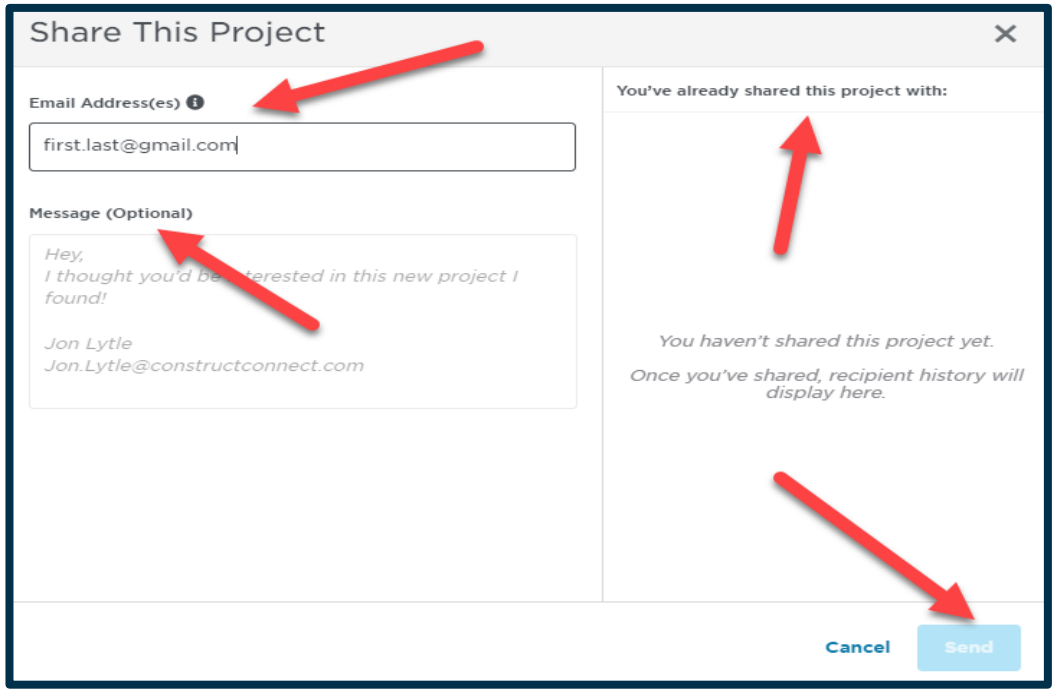


Inside a project the Share icon is in the upper right corner.

You can share each project with up to 5 email addresses at one time. Each of the recipients will be blind copied on that email . You can personalize a message to them and once you have started sharing projects, the system will let you know who you've already shared that project with.



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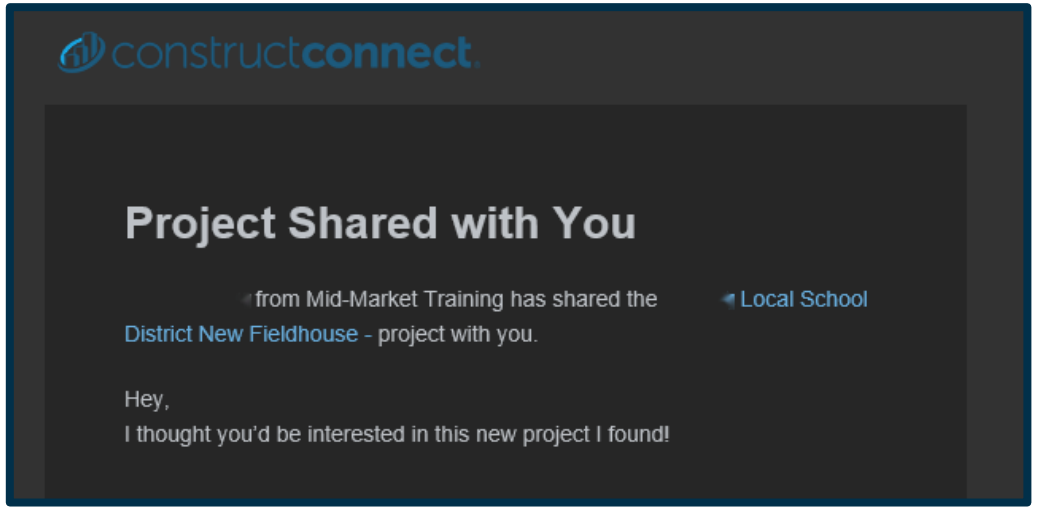
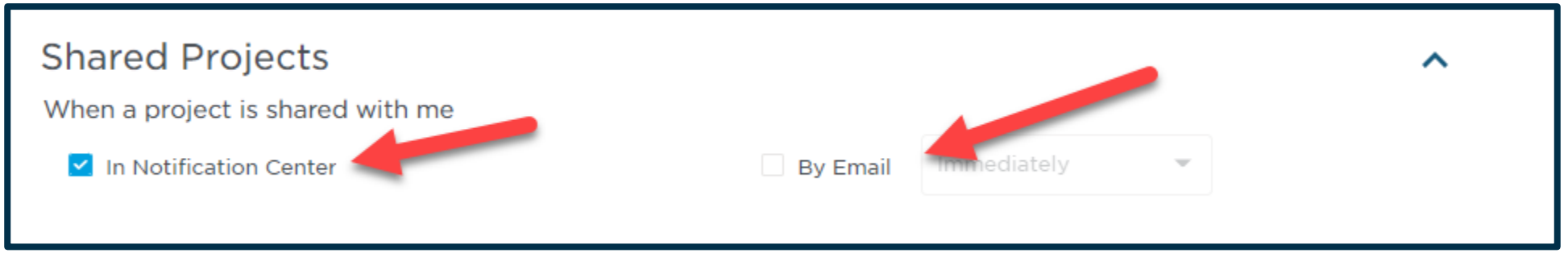
- If notifications are selected for your shared projects, an alert will be sent to your email.



- Notifications for Shared Projects are turned on in Settings & Privacy.



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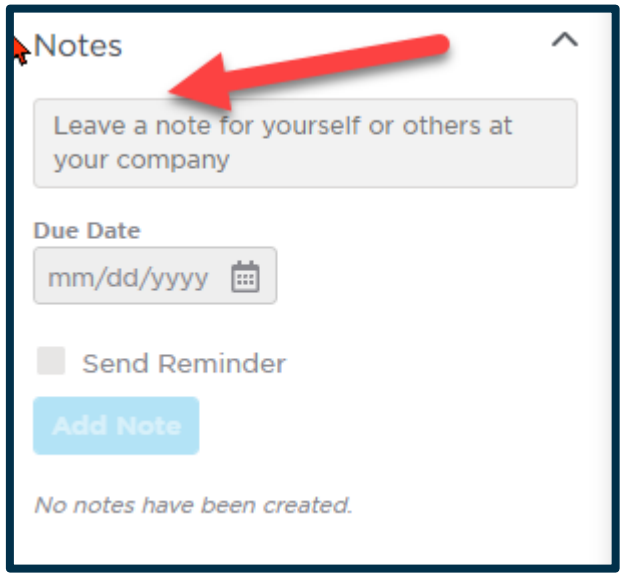
- Our Customers can add notes to projects and contacts.



- When you leave a note on a project or company, those notes are completely private. Only yourself and others in your own company (with access to CC) can view those notes. Making them the best way to stay in contact with your team or even leave yourself reminder notes.

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Want to know more? Please use this link to access our Training Resource Center.

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