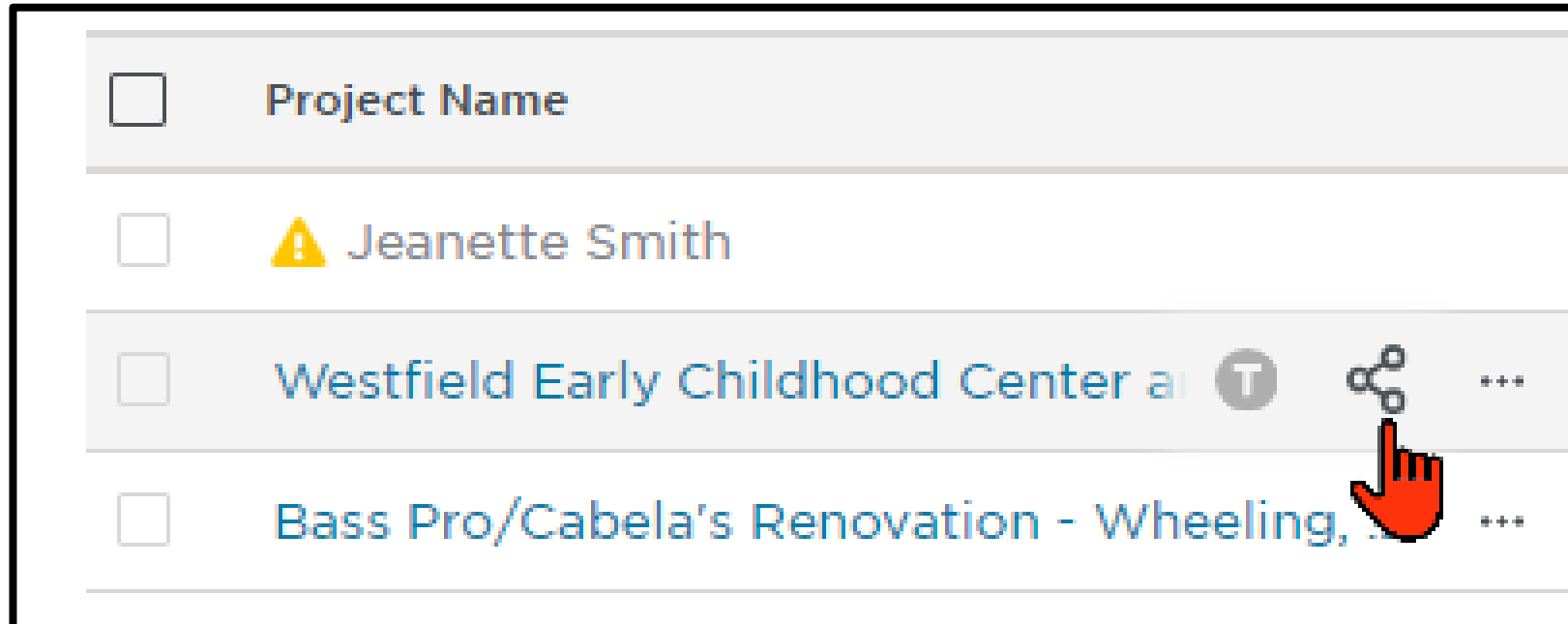


ConstructConnect Project Intelligence

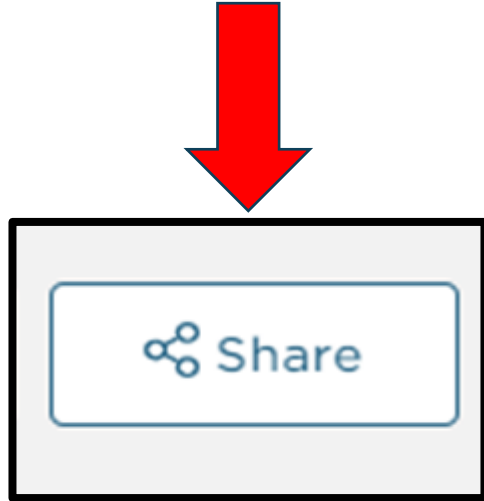
Sharing Projects and Adding Notes to Projects

Sharing Projects and Adding Notes to Projects

- 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.

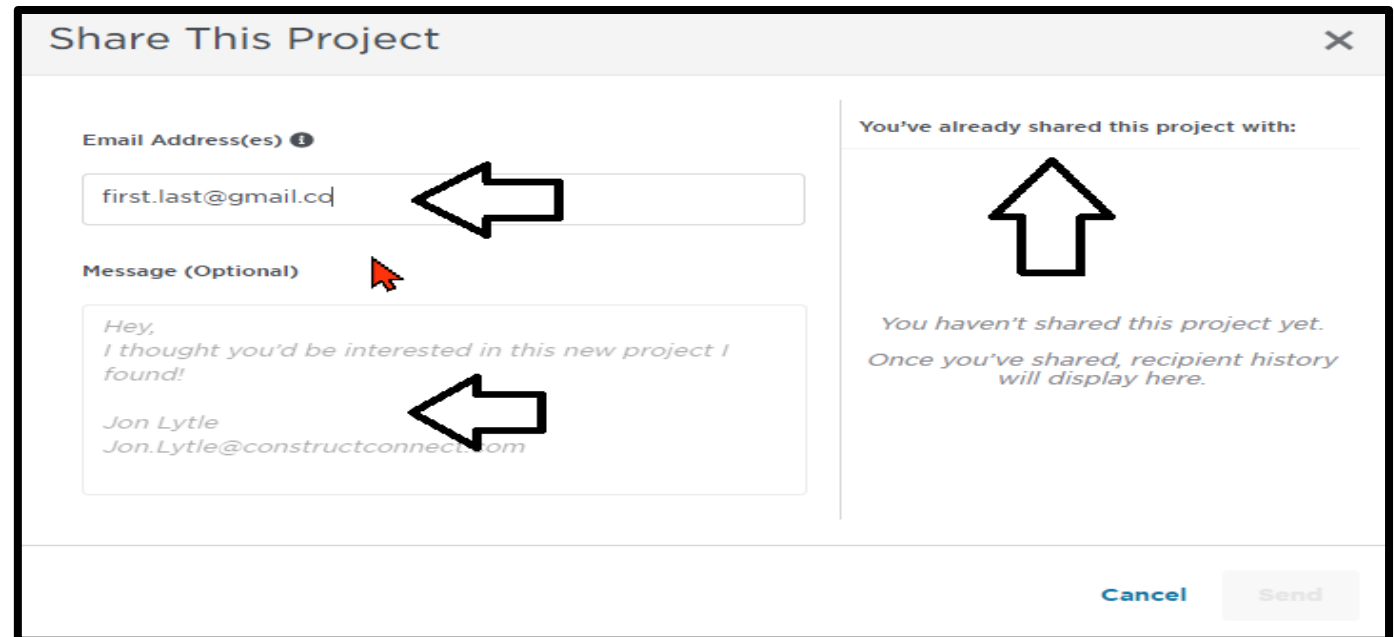


Sharing Projects and Adding Notes to Projects



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

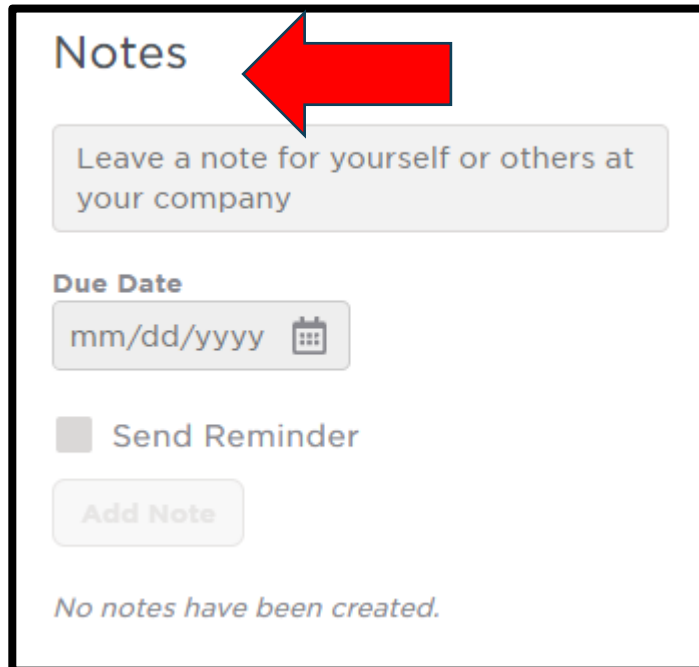
You can share each project with up to 5 email addresses at one time. Be sure to put a comma (,) between each email address and the recipients will be blind copied. You can personalize a message to them and once you have started sharing projects, the system will let you know who you've already shared that project with.

A screenshot of a 'Share This Project' dialog box. It has a title bar with a close button. The main area is divided into two columns. The left column has a label 'Email Address(es)' with an information icon, a text input field containing 'first.last@gmail.cc', and a label 'Message (Optional)' with a mouse cursor. Below the message label is a text area containing a sample message: 'Hey, I thought you'd be interested in this new project I found! Jon Lytle Jon.Lytle@constructconnect.com'. The right column has a label 'You've already shared this project with:', a large upward-pointing arrow, and a message: 'You haven't shared this project yet. Once you've shared, recipient history will display here.' At the bottom right are 'Cancel' and 'Send' buttons. Two white arrows point to the email input field and the message text area.

Sharing Projects and Adding Notes to Projects


- Our Customers can add notes to projects and contacts.

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



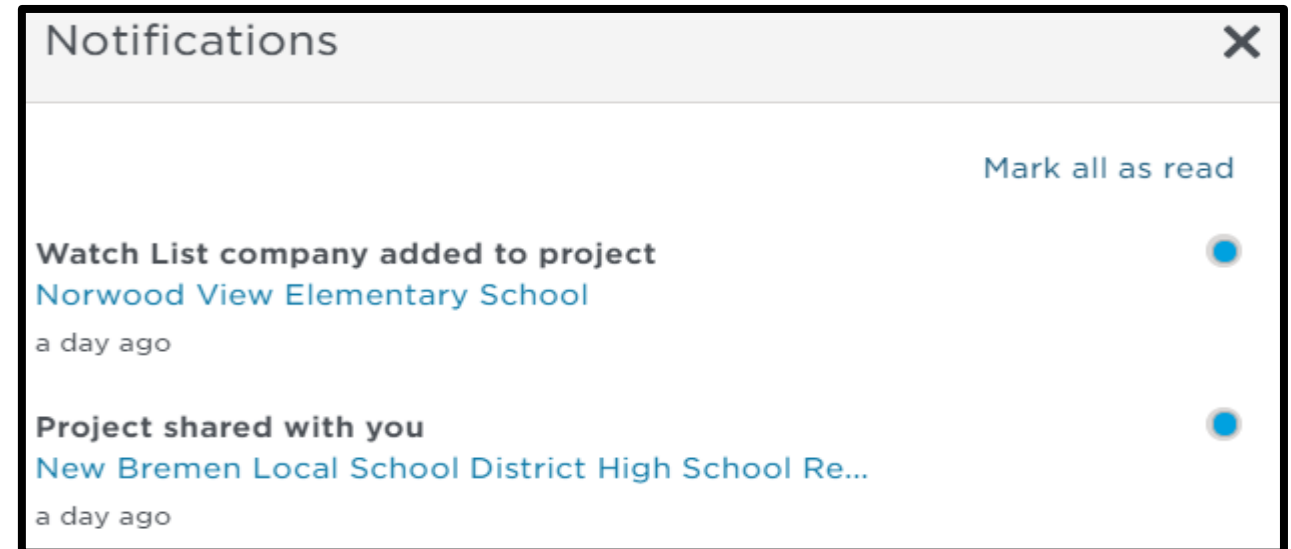
Notes

Leave a note for yourself or others at your company

Due Date
mm/dd/yyyy 

Send Reminder

No notes have been created.



Notifications ✕

[Mark all as read](#)

Watch List company added to project
[Norwood View Elementary School](#)
a day ago

Project shared with you
[New Bremen Local School District High School Re...](#)
a day ago

Sharing Projects and Adding Notes to Projects

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



Shared Projects

When a project is shared with me

In Notification Center By Email Immediately ▾

BEFORE YOU BUILD.

