

Granting Project Access

When granting Project Access within the Projecttalk environment there are two considerations. Granting project access to Projecttalk members who are employees of your company and granting project access to Projecttalk members who are being sponsored by your company.

Definitions:

1. **Company Employee:** A Projecttalk member who is an employee of your company and their membership billing is also associated with your company.
2. **Sponsored Users:** A Projecttalk member who is invited to your project, is associated and paid for with your Billing Account, but is not an Employee of your Company.

Granting Project Access:

Employees:

1. First add this user as an employee of your company. See PT Easy Doc 'Creating a New Employee.doc' for instructions on adding a new employee.
2. Enter the project using the Project Management  link and logon as Admin.
3. Within Company Setup enter this user as a Contact for your company. Note: when adding this user as a contact take special care when entering this user's email address as the email address must be identical to the email address used for this user in Employee Administration.
4. Under Tools – Security – Security Manager add this user and grant access to the preferred project or projects. For more information on particulars of adding users in Security Manager press F1 after opening Security Manager.

Sponsored Users:

1. For steps on how to grant project access to a Sponsored User please see PT Easy Doc Adding Sponsored Users to a Project.doc