

Team Member

The Team Member QuickStart offers tips for effectively using select eProject Enterprise™ modules. The eProject FAQ also offers answers to many common application questions.

Logging On

- Your primary email address is your logon. Changing your email address in your eProject profile also changes your logon.

Cross-project and Project Zones

- The green cross-project zone offers a high-level overview of, and one-click access to, all projects you are a member of.
- The blue project zone displays all content for which you have view permissions within a single project.

News

- To read a news item, follow the *more...* link in the body text of the headline.
- To mark a news item as read, click the envelope icon in Newsletter View for a single item. To mark all news items as read, click *Go* in the Newsletter View header.

Tasks and Issues

- From either the cross-project or project view, update tasks and issues that have been assigned to you or that you have assigned to other team members.
- Project Publishers and Administrators create and assign new tasks and issues to themselves or other team members. Project Participants can only update items assigned to them.


Documents

- The *View Document* option opens a temporary copy of the file in the associated application (if installed on your local machine).
- The *Add Multiple Documents* feature allows you to upload one to five documents to the same folder simultaneously. Each document assumes the same properties, including description and view restrictions.
- The document approval process allows documents to be submitted for approval by designated team members.
- eProject automatically archives previous document versions when a new version is uploaded. New versions inherit the approval properties of the original document version.
- To prevent others from making modifications to a document that is being edited, check out the document after downloading a local copy. Lock the document to prevent other users from downloading or viewing the file until it has been checked back in.

Discussions

- To view all discussion threads under a topic at the same time, select *Show Previews* in the discussion header. This view also offers direct access to reply to any post in the discussion topic.

Calendar

- Export calendar appointments to Microsoft Outlook or other vCalendar-compatible applications with the *Export to vCalendar* link from the calendar item detail screen. Select “Open this file from its current location” to export the calendar item to your local software.
- The eProject calendar displays all task due dates and project appointments for which you have view permissions. The participant icon () denotes appointments you are scheduled to attend.

Notifications

- To send an email notification regarding new items you are creating, check the *Notify* box next to the names and/or workgroups in the *Add New* item screen before saving the new item.
- The *Send Notification* option emails a notification to team members from the item detail screen at any time.