






Invitation to a project - Contractor








As the contractor you would like to invite your team (consultant, sub-contractors, etc.) to the project.

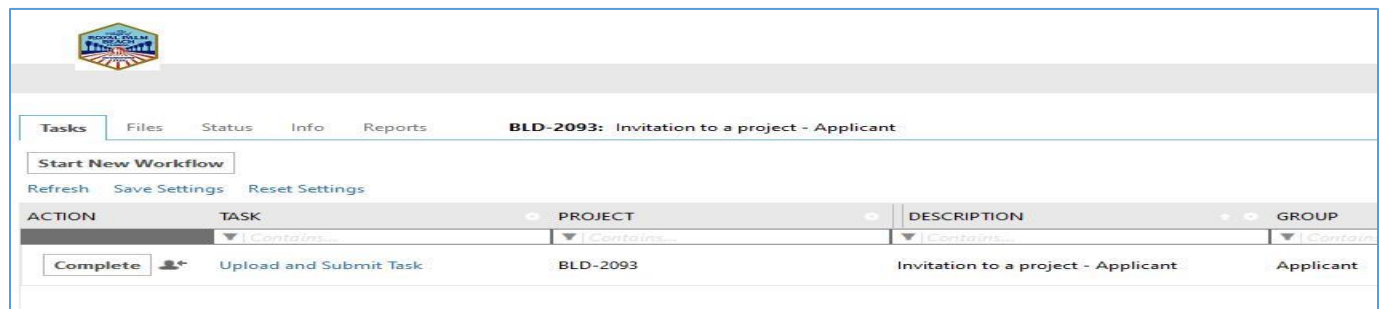
1. Locate the **project**.

ACTION	PROJECT	DESCRIPTION	STATUS
    	BLD-2093	Invitation to a project - Applicant	Upload

2. Click on the **Project number**.

ACTION	PROJECT	DESCRIPTION	STATUS
    	BLD-2093	Invitation to a project - Applicant	Upload

3. The project screen displays.



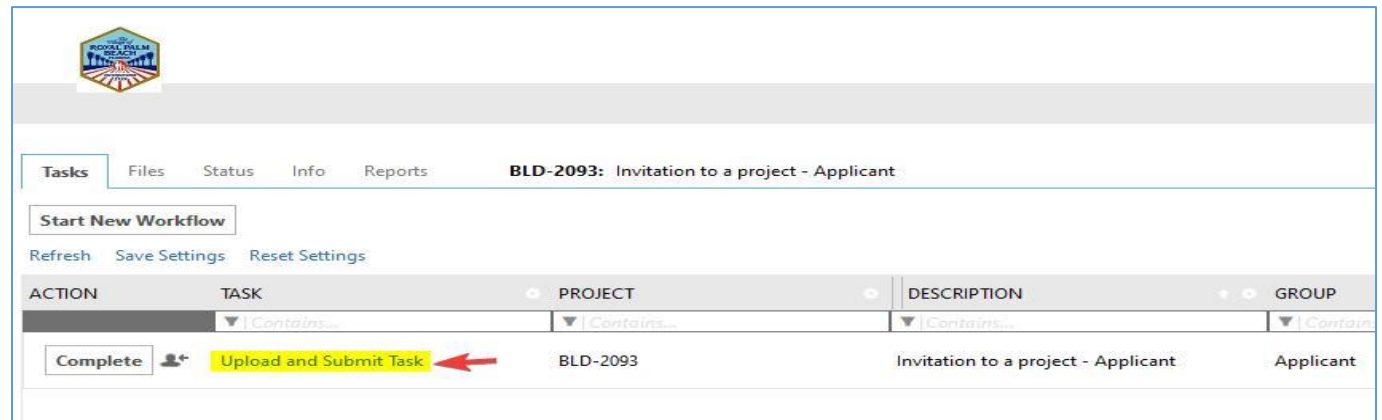
Tasks Files Status Info Reports **BLD-2093: Invitation to a project - Applicant**

Start New Workflow

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT	DESCRIPTION	GROUP
Complete 	Upload and Submit Task	BLD-2093	Invitation to a project - Applicant	Applicant


4. Click on the **“Upload and Submit Task”**.



Tasks Files Status Info Reports **BLD-2093: Invitation to a project - Applicant**

Start New Workflow

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT	DESCRIPTION	GROUP
Complete 	Upload and Submit Task	BLD-2093	Invitation to a project - Applicant	Applicant

5. The “**Upload and Submit**” e-form window displays. Click on the “**Invite Others**” tab, enter the invitee’s information and click on the “**Invite User**” button.

UPLOAD AND SUBMIT

Task Information **Invite Others**

Invite/Remove Project User ?

Invite to Group: Applicant

Remove from Group: Applicant

First Name:

Name: Raymond Similien (rsimilien@royalpalmbeach.com)

Last Name:

Email:

Invite User

Remove User

6. The “**invitee**” will receive an invitation email with the **project name**.

ProjectDox

Invitation

Hello [redacted]

You have been invited to the project listed below.

Your Login:	[redacted]
Project Name:	PLN-3858
Invited by:	Avolve Support
Project Owner:	Avolve Support
Owner's Email:	support@avolvesoftware.com
Login to ProjectDox	

Contact the Project Owner or a Project Administrator if you have questions regarding this project. Please do not reply to this email.

7. **Alternatively you can also do this on the “RESPOND AND RESUBMIT” e-form window.** Click on the “**Invite Others**” tab, enter the invitee’s information and click on the “**Invite User**” button.

RESPOND AND RESUBMIT

Task Information **Invite Others** Review Results

Invite/Remove Project User ?

Invite to Group: Applicant

First Name: John

Last Name: Smith

Email: John.Smith@royalpalmbeachfl.gov

Remove from Group: Applicant

Name: Raymond Similien (rsimilien@RoyalPalmBeachFL.gov)

Remove User

Invite User

8. The “**invitee**” will receive an invitation email with the **project name**.

ProjectDox

Invitation

Hello [REDACTED]

You have been invited to the project listed below.

Your Login:	[REDACTED]
Project Name:	PLN-3858
Invited by:	Avolve Support
Project Owner:	Avolve Support
Owner's Email:	support@avolvesoftware.com
Login to ProjectDox	

Contact the Project Owner or a Project Administrator if you have questions regarding this project. Please do not reply to this email.