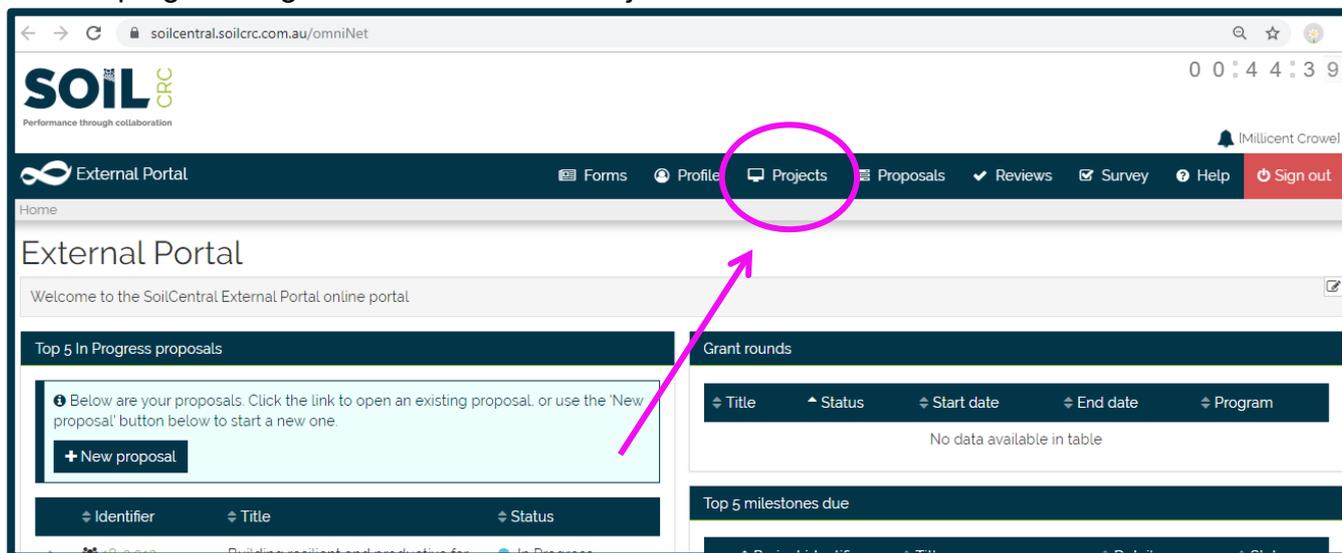


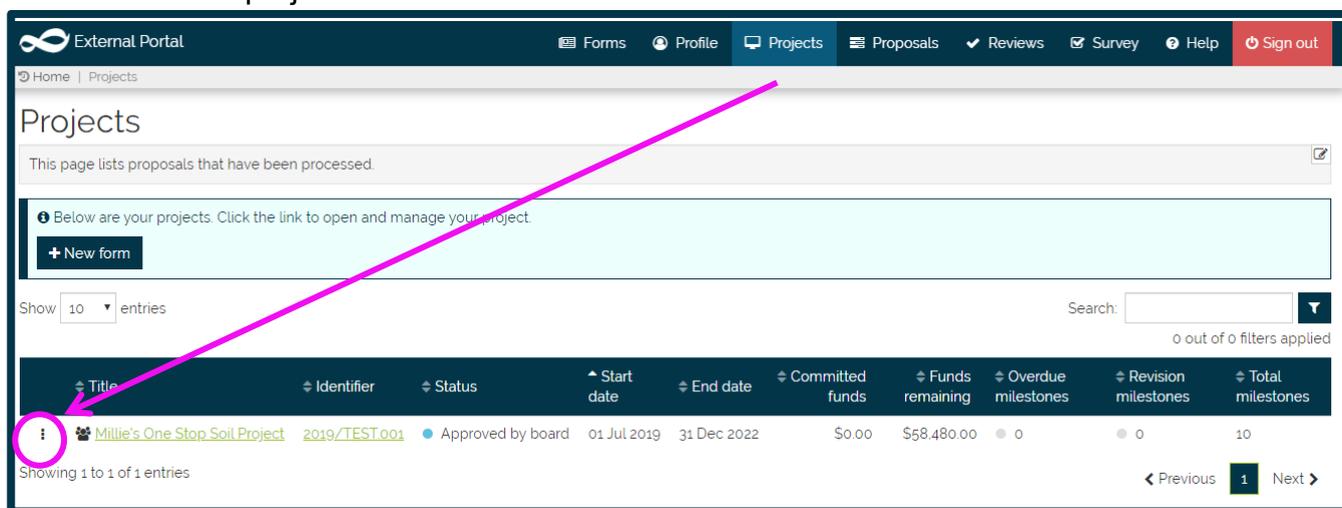
To share the project with other users on SoilCentral

External User Guides

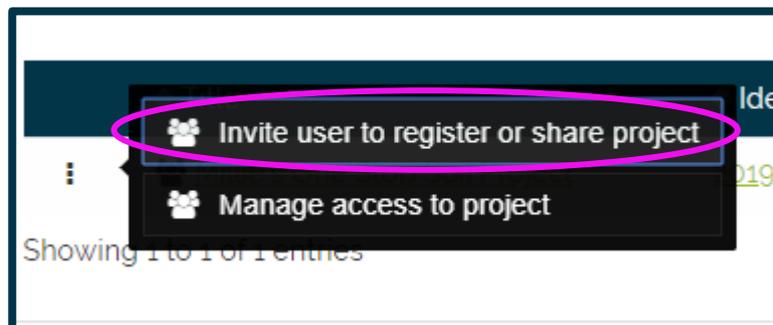
1. Log onto SoilCentral (<https://soilcentral.soilcrc.com.au>)
2. In top right Navigation Pane click on Projects 



3. To share the project click on the stacked vertical dots 



4. Select  **Invite user to register or share project** from the pop up menu



- In the popup window enter the email address of the person/s you want to share with. (Note: Make sure up select edit access to allow input/upload). If the person already has a SoilCentral account the option “**Share with edit/view access**” will appear. If the person is not a user the option “**Invite of share with edit access**” will appear and once you click submit an email will be sent with a registration link to SoilCentral.

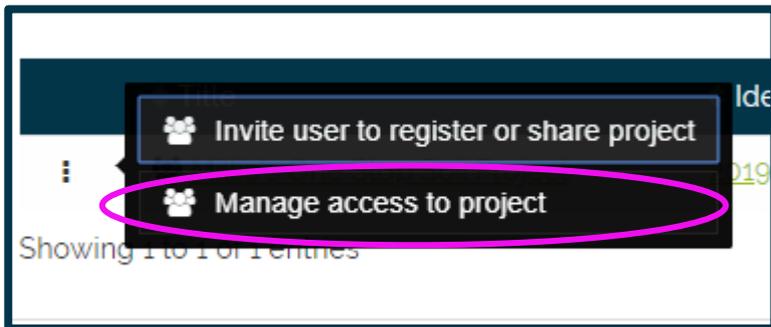
Menu when user has a SoilCentral Account

Menu options when user does not have a SoilCentral Account

- To find out who has access to the project click on the three stacked dots stacked vertical dots .

Title	Identifier	Status	Start date	End date	Committed funds	Funds remaining	Overdue milestones	Revision milestones	Total milestones
Millie's One Stop Soil Project	2019/TEST001	Approved by board	01 Jul 2019	31 Dec 2022	\$0.00	\$58,480.00	0	0	10

7. Select **Manage access to project** from the pop up menu



8. A popup window will open with all who have access. Note you can change the access from view to edit in this window. You can also delete access to the project by pressing the red trash can. Click **Save** when done.

