To share the project with other users on SoilCentral

External User Guides

1. Log onto SoilCentral (<u>https://soilcentral.soilcrc.com.au</u>)

2. In top right Navigation Pane clic	k on Proje	ects 🖵 Pr	ojects				
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Performance through collaboration						A II	Millicent Crowel
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Home							
External Portal		1					
Welcome to the SoilCentral External Portal online portal		/					Ø
Top 5 In Progress proposals		Grant rounds					
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3. To share the project click on the stacked vertical dots

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



5. 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

😤 Invite user to register or share			8
enquiries@soilcrc.com.au	~	Share with view access Share with view access	0
• Add another user		Share with edit access	
		✓ Submit 🗙 C	ancel

Menu options when user does not have a SoilCentral Account

Nute user to register or share			
projects@soilcrc.com.au	~	Invite only	• Ø
No user is found. An invitation will be sent to this email address		Invite only Invite or share with view access	
• Add another user		Invite or share with edit access	
		✓ Submit	Cancel

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

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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.

Manage access							
The list of users currently assigned to this project	are listed below						
Assigned user	Status						
jodi.mclean@soilcrc.com.au	Share with edit access	Shared 🗸	ê				
<< Back		✓ Save	Cancel				