



## Login to ProjectSolve


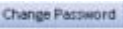


Use the “Add File” button to add a file to ProjectSolve:

1. Open your web browser
2. Go to <http://www.projectsolve2.com/>
3. Click 
4. Enter your email address
5. Enter your password
6. Click 

**Tip:** Use “Save login info” for quicker login.

## Change Your Password




The easiest way to change your password is:

1. Start ProjectSolve
2. Go to the My ProjectSolve page
3. Click 
4. Click 
5. Enter existing password in
6. Enter new password in
7. Re-enter new password in
8. Click 
9. Click 

**Tip:** Use [Forgot Your Password](#) on the login page to have ProjectSolve reset your password.

## Manage the Plug-in





To turn the plug-in on or off:

1. Start ProjectSolve
2. Go to the My ProjectSolve page
3. Click “-- Tools and Support Resources --”
4. Click “Manage Plug-in”
5. To turn on the plug-in, click 
6. To turn off the plug-in, click 
7. Click 

**Tip:** You must have admin rights to your PC

## Upload a File – Without Plug-in

Use the “Add File” button to add a file to ProjectSolve:

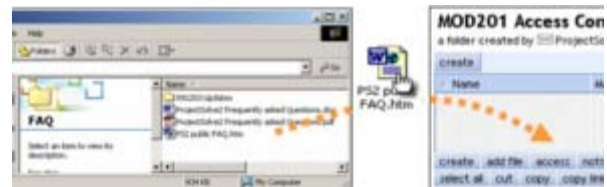
1. Start ProjectSolve
2. Go to the appropriate Project Site page
3. Click 
4. Click 
5. Select the file to add
6. Click 
7. Click 

**Tip:** This will allow you to add one file at a time.

## Upload a File – With Plug-in

Drag ‘n’ drop files from local PC to ProjectSolve:


1. Start ProjectSolve
2. Go to the appropriate Project Site page
3. Open Windows Explorer adjacent to ProjectSolve
4. Select the file(s) to add to ProjectSolve
5. Press and hold left mouse button to grab selected files
6. Drag and drop selected files into grey working area on ProjectSolve



**Tip:** It is possible to copy multiple files and folders at one time using this method.

## View a File

To view a file you have Read access to:


1. Start ProjectSolve
2. Find the file you wish to view
3. Right-click on the file’s icon
4. Click 



**Tip:** Simply clicking on the file name will default to “View” mode as well.

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## Create an Object

To create one of the custom objects shipped with ProjectSolve:










1. Start ProjectSolve
2. Go to the appropriate Project Site page
3. Click 
4. Click an object icon to select it
5. Fill in the information as requested

**Tip:** You can also create an object by selecting  at the bottom of the page or  on the ProjectSolve menu.

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## Set Access Control for a File

To modify a file's access settings:




1. Start ProjectSolve
2. Find the file you wish to be notified about
3. Right-click on the icon
4. Click 
5. To assign Read rights, click  to the right of 
6. To assign Write rights, click  to the right of 
7. Check   Read-only to lock the file
8. Check   Hidden to hide the file
9. Check   Reserved for editing to reserve the file
10. Click 

**Tip:** You must have "Edit" rights to a file in order to change the access settings for that file.

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## Send an Alert

To send an alert to another site member:



1. Start ProjectSolve
2. Go to the appropriate Project Site page
3. Click 
4. Select members to send message to
5. Click 
6. Update "Subject"
7. Update "Message"
8. Click 

**Tip:** When updating the "Message" do not touch the code included by the system. This creates the URL link in the email.

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## Set a Custom Notification

To create a notification schedule for a specific file:



1. Start ProjectSolve
2. Find the file you wish to be notified about
3. Right-click on the icon
4. Click 
5. To be notified immediately, click  Yes, as soon as each change happens
6. For a nightly summary, click  Yes, nightly
7. To turn off the custom notification, click  No
8. Click 


**Tip:** Uncheck  Send a nightly summary of all changes in the Project Site to turn off nightly notifications for the entire site

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## Search the Site

To search the Project Site for a specific file:

1. Start ProjectSolve
2. Go to the main page of the Project Site
3. Click 
4. Enter the word or phrase to search for
5. Add a date range (Optional)
6. Add a file owner (Optional)
7. Click 

**Tip:** You can also search using  in the map area.

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## ProjectSolve Support

To request additional assistance or technical support please send an email to:

[support@projectsolve.com](mailto:support@projectsolve.com)

For emergency, after-hours support please call:

**1-866-390-5970**

For assistance setting up a new ProjectSolve site, please contact:

[info@projectsolve.com](mailto:info@projectsolve.com)