Last Revised: 6/9/2010

Adding Team Members

1. In the Overview section of the Contract Workspace, you will either click on **Actions** to open the dropdown pick list in figure 1 – or – Click on the Tab called **Team** as shown in figure 2.

Figure 1

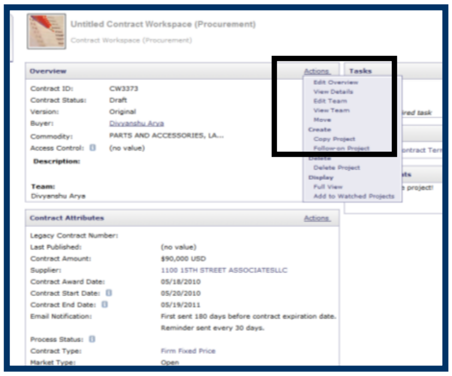
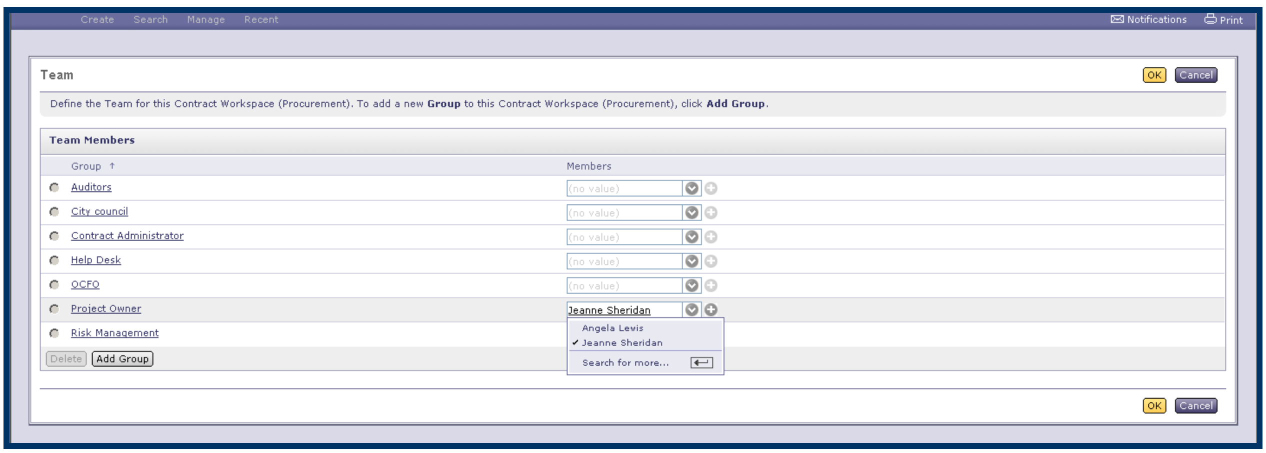


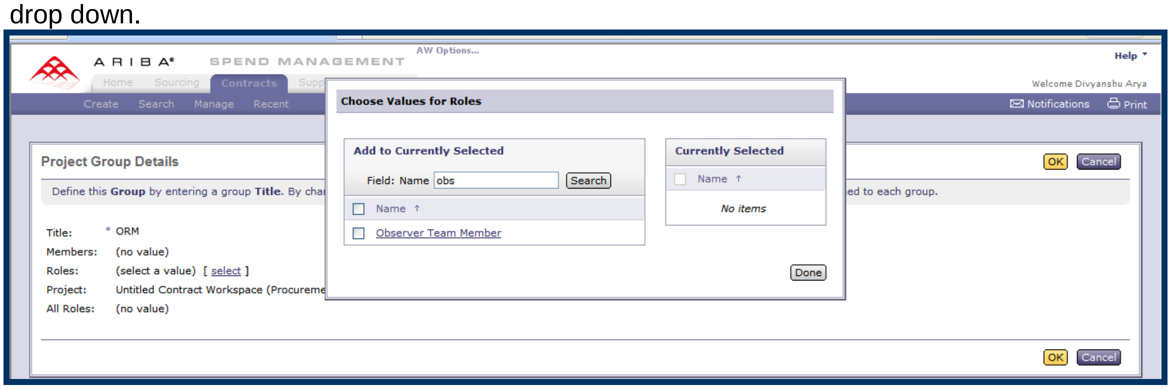
Figure 2

2. Click **Edit Team** and the Team page is displayed. From here, you can add additional Project Owners using the drop down selection.



2. To add a group, click **Add Group**. Define the group by adding a title. See below "ORM"

3. To assign a role to your group, click **Select** next to Roles. (For instance, if you require a group to view the contract, search for Observers). Click on **OK**. Next, add the appropriate users to the group via the drop down.



4. Click **OK** to finish. You will see the new users or groups in the "Team" as shown in step 2.