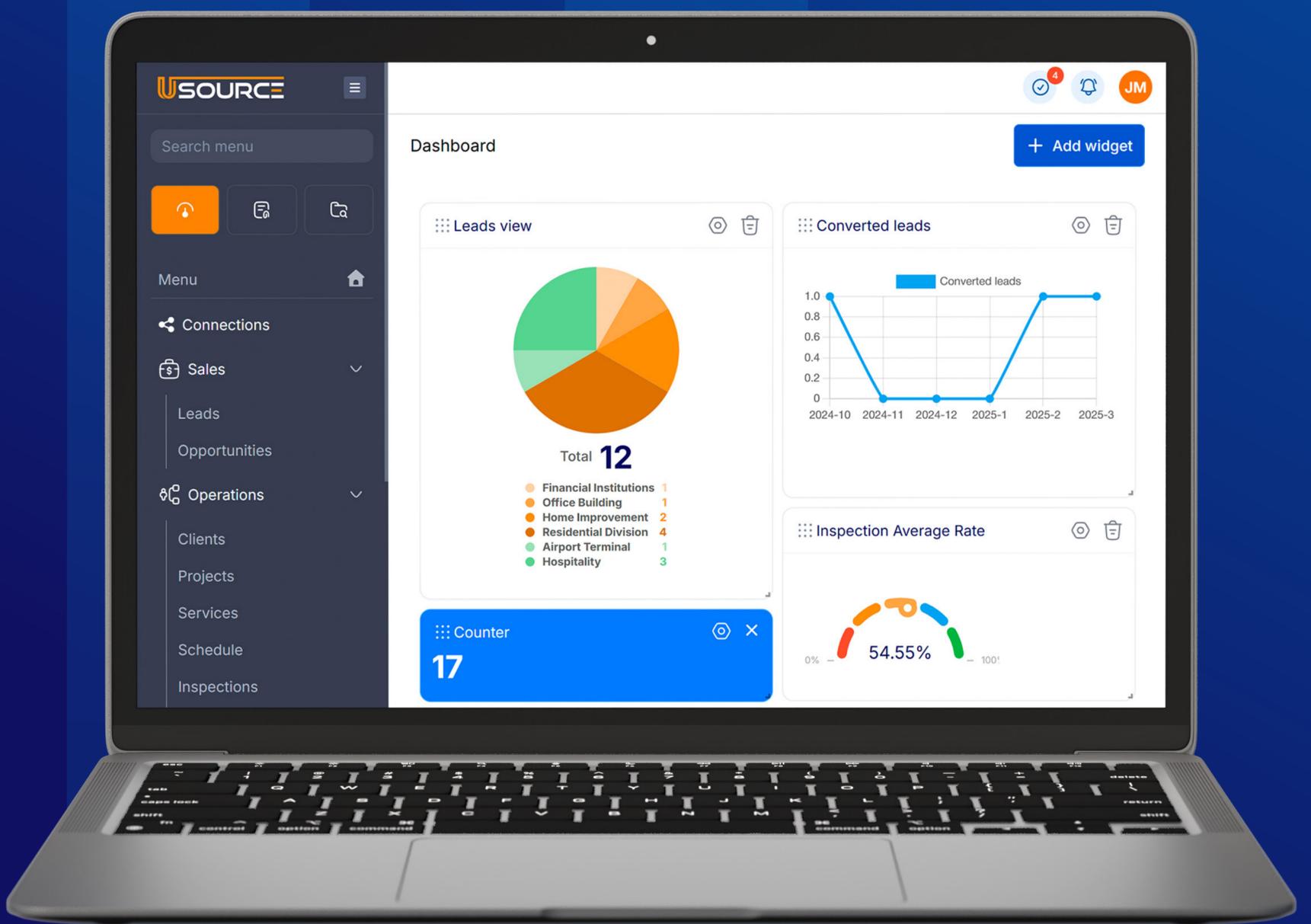


# Share and Accept Projects

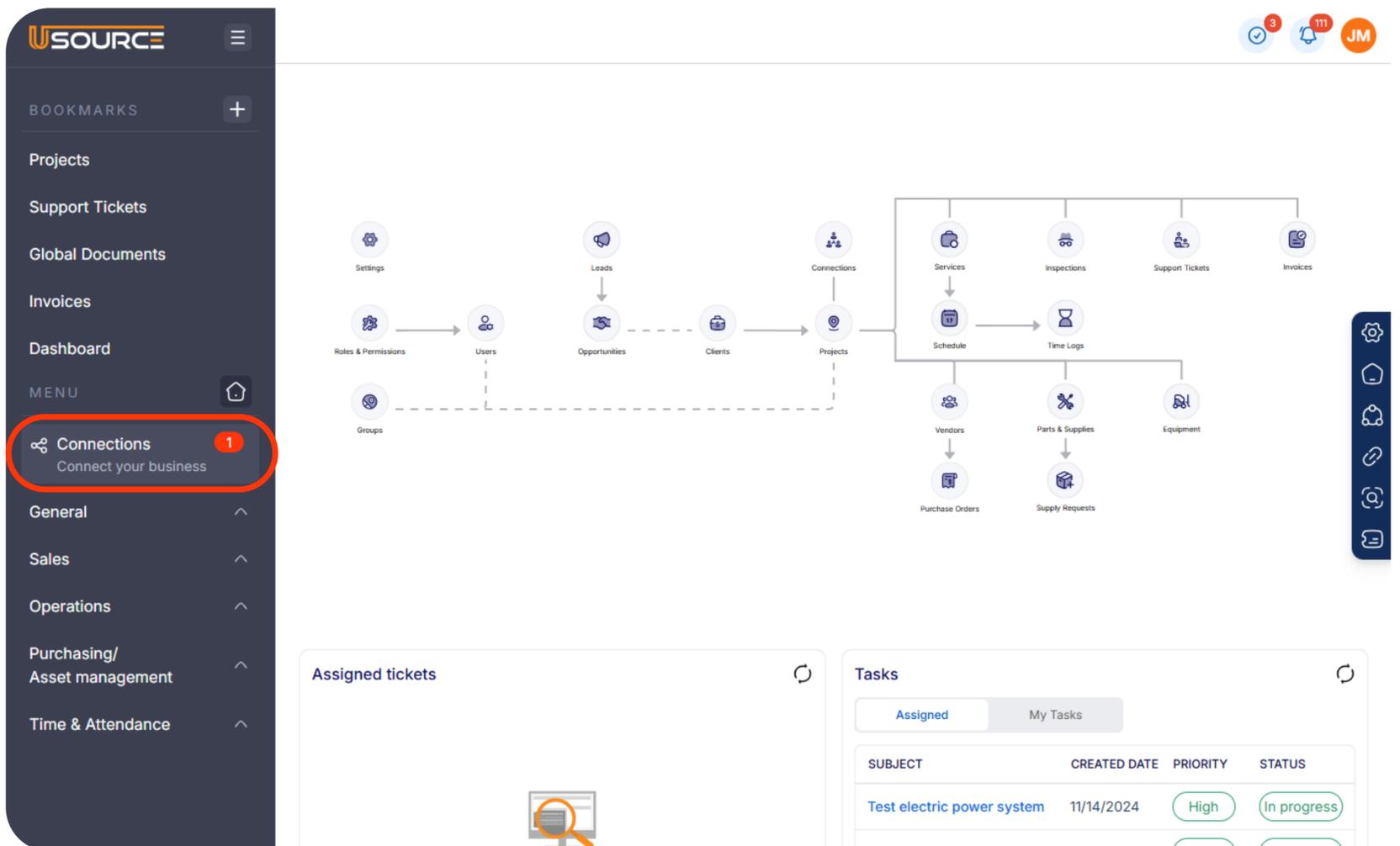


**Desktop User guide**

# Sharing Project via the Connections Screen

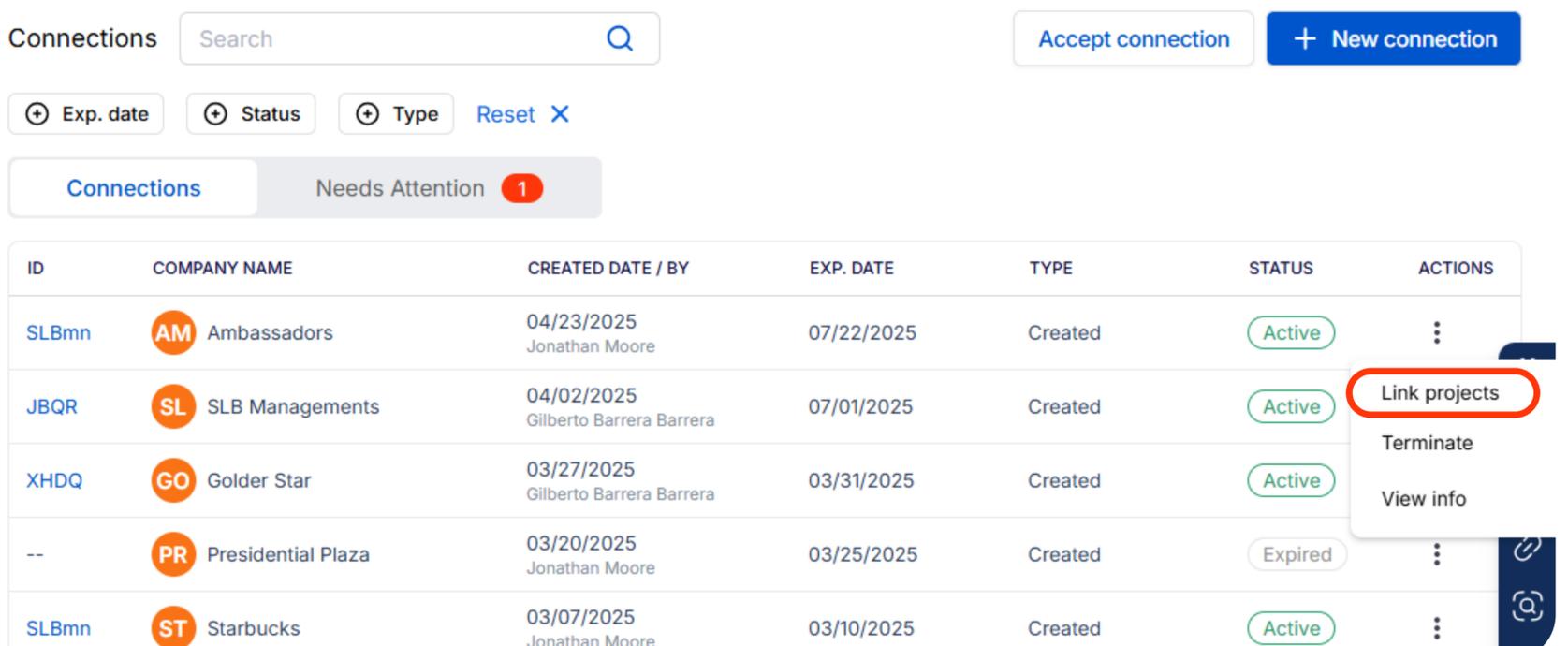
## Step 1: Access the Connections Screen

- Log in to your uSource account.
- Navigate to the Connections section from the main dashboard.



## Step 2: Share a Project

- On the Connections screen, click the three dots to display the “**Actions Menu**”.
- Click on the “**Link projects**” button.



- A list of your available projects will appear. Select the project you wish to share.

Linked projects

**AM** Ambassadors  
200 E Main Cross St Findlay, Ohio 45840

PROJECTS

Search 

Project ID 60  
**Oficina Wolfgang**   
13703 Aldine Westfield Rd, Houston Texas 77039

Project ID 58  
**Ambassador's** • Linked   
201 E Main Cross St, Findlay Ohio 45840  
3 Services shared 

Project ID 50  
**Presidential Plaza - Carpet Cleaning**   
SS Miami, Miami Florida 33131

Project ID 48  
**Building Office Miami**   
500 Brickell Key Drive, Miami Florida 33131

- Choose the connection (e.g., day porter) you want to share the project with.
- Click "Share project" to initiate the sharing process.

Project ID 60  
**Oficina Wolfgang**   
13703 Aldine Westfield Rd, Houston Texas 77039

Remove all

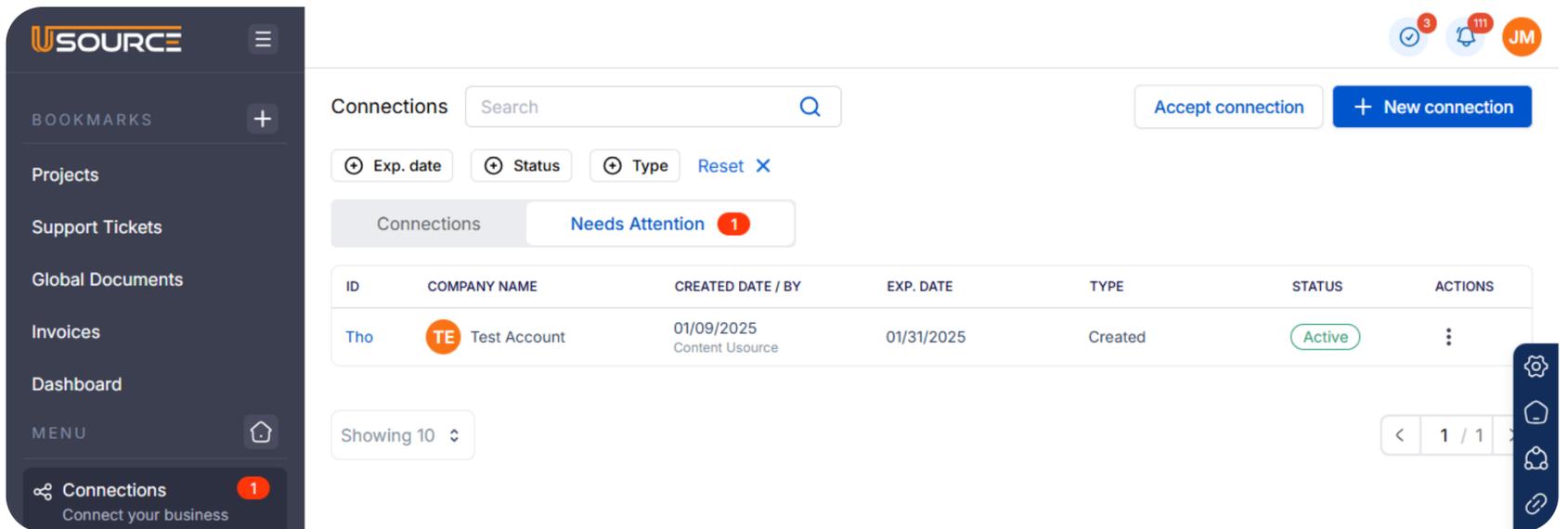
Service ID 108  
Day Porter

**Share project**

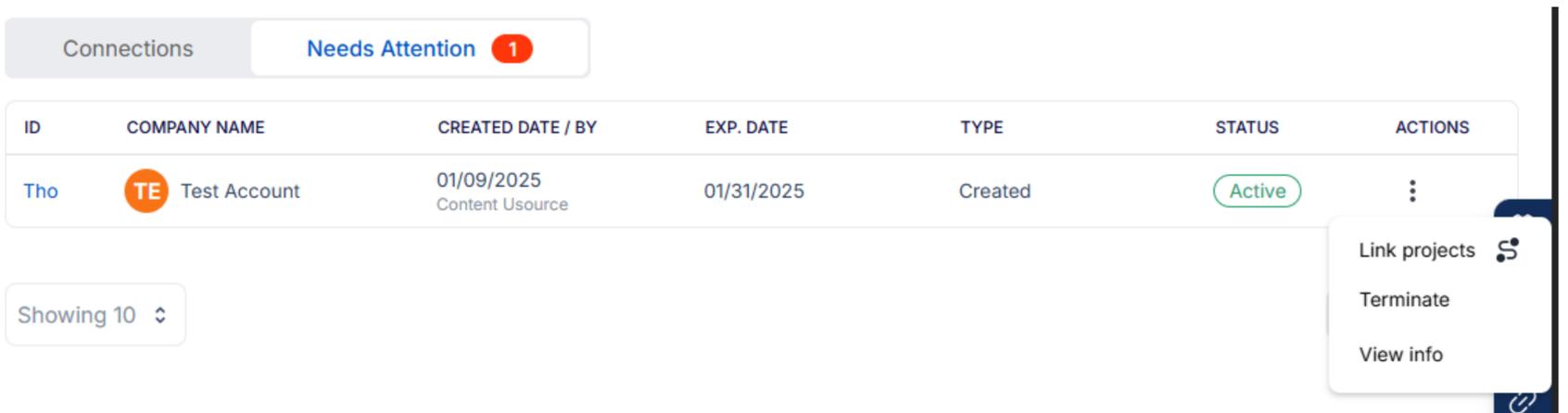
 **You have successfully shared a Project!**

# Accepting Project via the Connections Screen

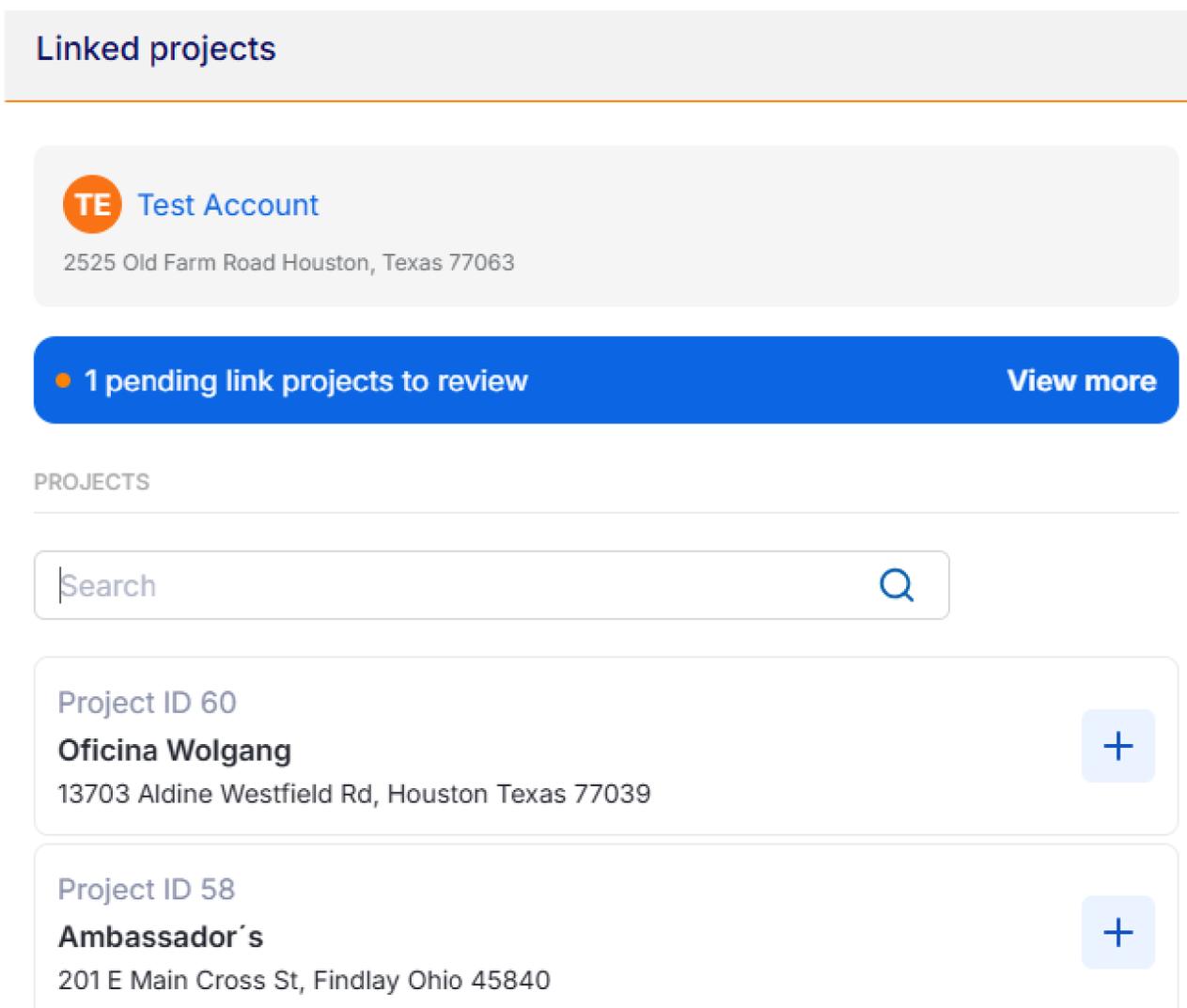
- Go to the “Needs Attention” section.
- Here you will see your pending connections.



- Go to the Actions menu and click “Link projects”.



- Click on “**View more**” on your “**Pending Link project**” notification.



- Identify your pending invitation and click on the green check to accept the invitation.

### Linked projects ✕

Search 

Project ID --

houston north #2585

11710 North Freeway Suite 200, Houston 77060

[0 Services shared](#)

- Complete the form with the information about your company and project.
- Click on **“Next”**.

### Link Project ✕

houston north #2585 11710 North Freeway Suite 200 Houston, Texas, 77060	Teresa Wynn (770) 433-8211 tw@thd.com --
--	---

PROJECT DETAILS 0 SERVICES TO LINK

Client name \*  
ID: 44 Wolfgang Offices

Project type \* + Add new  
Default

Default tax code \*  
Tax Exempt - 0.00%

Default payment term \*  
Due On Receipt

Group \*  
#1 Default Group

Decline Next

- Select the projects you want to link.
- Click on **“Next”**.

Link Project ✕

*Projects with similar address already exist, select an option*

Import to existing Project  Add as New Project

Project ID 9  
warehouse  
11710 North Freeway, Houston Texas 77060

Project ID 17  
auto clock out  
Suite500 11710 North Freeway, Houston Texas 77060

- Review the Company and Project details and click on **“Submit”**.

Link Project ✕

COMPANY INFORMATION

**Test Account**  
2525 Old Farm Road  
Suite 200  
Houston, Texas, 77063

Asd Asdasdasd  
(111) 111-1111  
aasd@asd.asd  
--

PROJECT INFORMATION

houston north #2585  
11710 North Freeway  
Suite 200  
Houston, Texas, 77060

Teresa Wynn  
(770) 433-8211  
tw@thd.com  
--

PROJECT DETAILS 0 SERVICES TO LINK

Client Name	44 Wolfgang Offices
Project Type	Office Building
Default Payment Term	Due On Receipt
Default Tax Code	Tax Exempt - 0.00%
Group	Default Group

Decline Submit

 **You have successfully accepted a Project!**

The accepted project will show into your **“Projects”** screen.