

ONE-PAGE HELP

The System is designed to act and look different for different users.

The Groundworker may create and edit Proposals, upload files and pictures attached to Proposals and Projects and add meta-data such as tags. He may also write comments on Proposals and Projects. All activities are logged in the system for later reference as needed.

Most Activities will cause notifications via E-mail to related co-workers and administrators.

Draft mode

On his discretion, the groundworker may create Proposals in Draft mode:

1. Press „Create new Proposal“ in Overview.
2. Write the information you have already, into the form.
3. !Important! Press „**Save as Draft**“ instead of „Send Proposal“.

„Save as Draft“ will write a document as usual but will not send any E-Mails to anyone. The Document will only be shown if you press „Show Drafts“ in Overview. This button is only available for you as the creator of the draft.

The document can be edited as any other Proposal and thus be completed. Once you consider it complete, you elevate the document from Draft to Proposal by pressing „Draft to Proposal“ in Overview.