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Transferring Ownership of a Subscription

Due to personnel or organizational changes there may be a desire to transfer the ownership of a subscription to someone else. This person may be within the same company as the original owner or another company.

Transferring a Subscription

Steps:

- Sign into Projecis
- Select the Subscriptions Tab on the right side of the blue bar (Fig 1)
- If there is more than one subscription, select the subscription to transfer
- Select the “Transfer Subscription” option in the Actions box (Fig 2)
- Select the ‘New Owner’ from the pull down options (Fig 3) and save the change.
- Note: You can only transfer ownership of a subscription to another Administrator (Full or Project level) on the subscription. If the person you wish to transfer ownership to is not in the pull down list, they are probably not an Administrator.
See: Changing Subscription Level Permissions

Fig 1

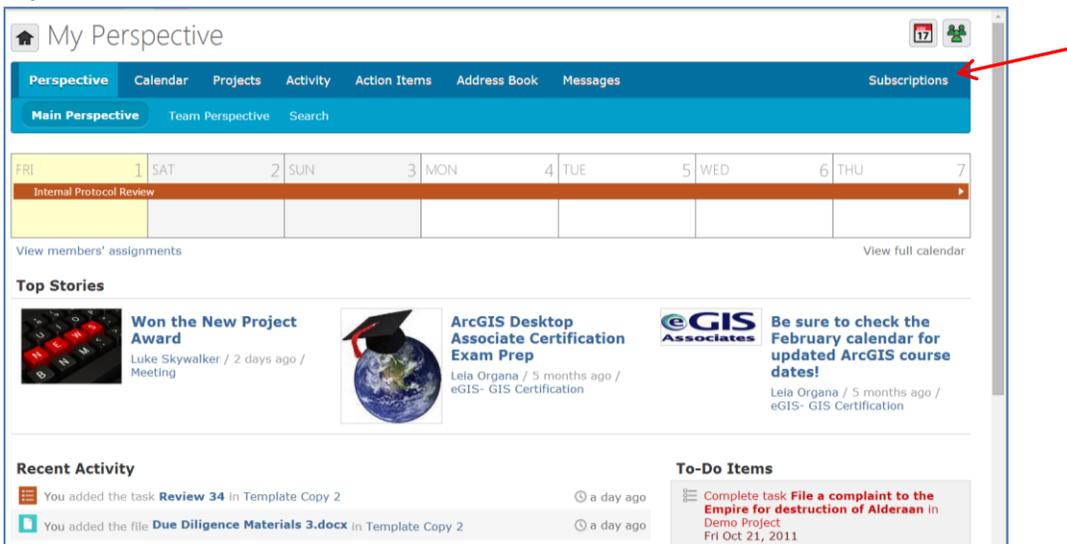


Fig 2

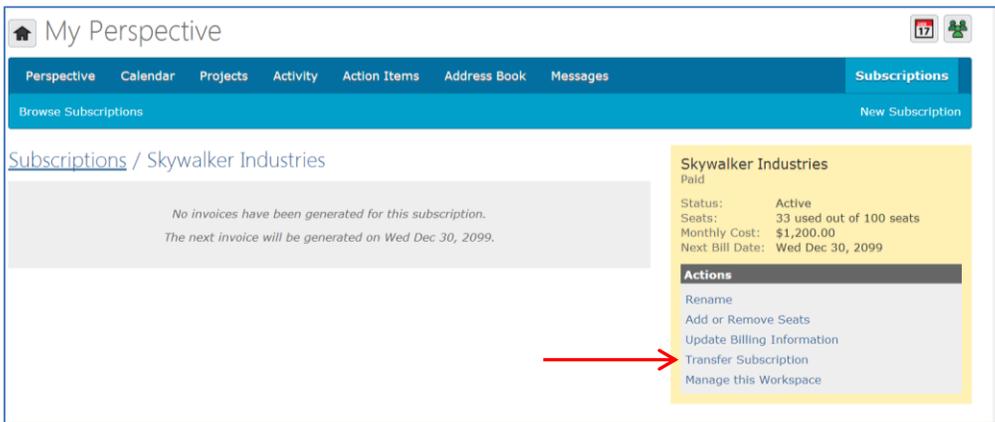
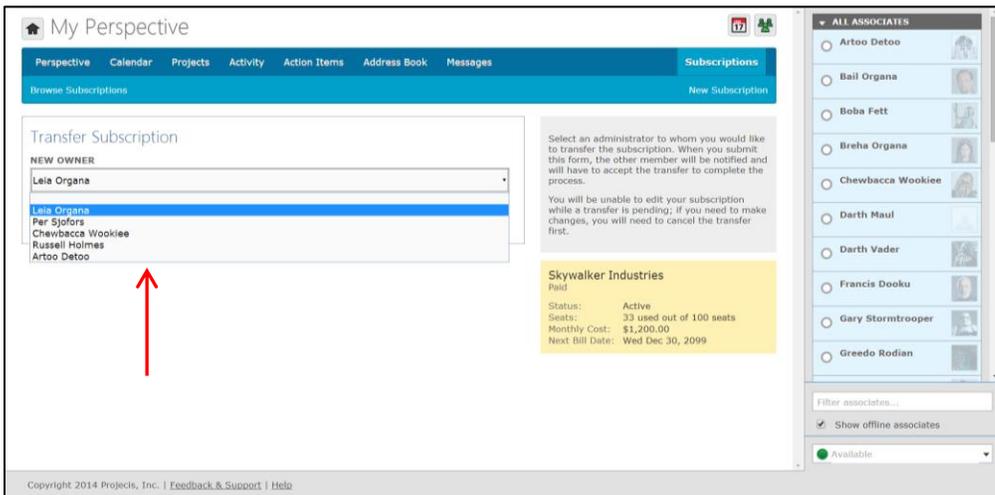


Fig 3



Changing Subscription Level Permissions

Steps:

- Sign into Projecis
- Select your name in the upper right hand side
- Select "Manage Projects and Members"
- If there is more than one subscription, select the subscription to manage
- Select the "People" tab
- Select the person you wish to edit their subscription level permission
- Select "Edit Member" in the Actions box (Fig 4)
- Select the appropriate Subscription Level permissions and save changes (Fig 5)

Fig 4

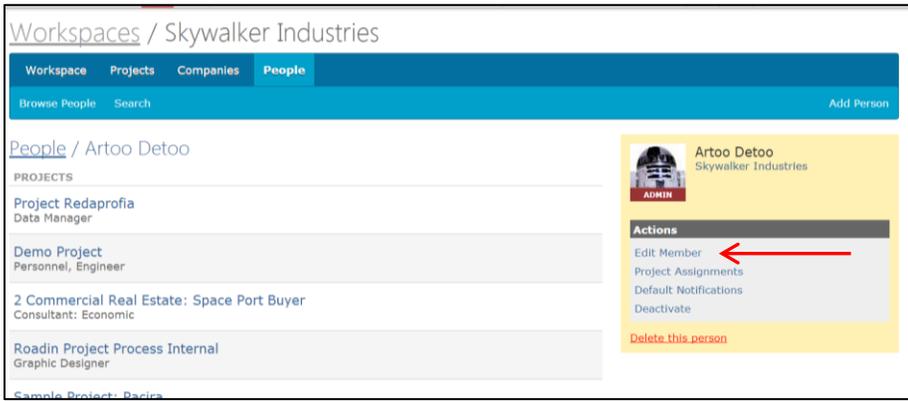


Fig 5

