



THINK PROJECT! USER PORTAL

MANUAL

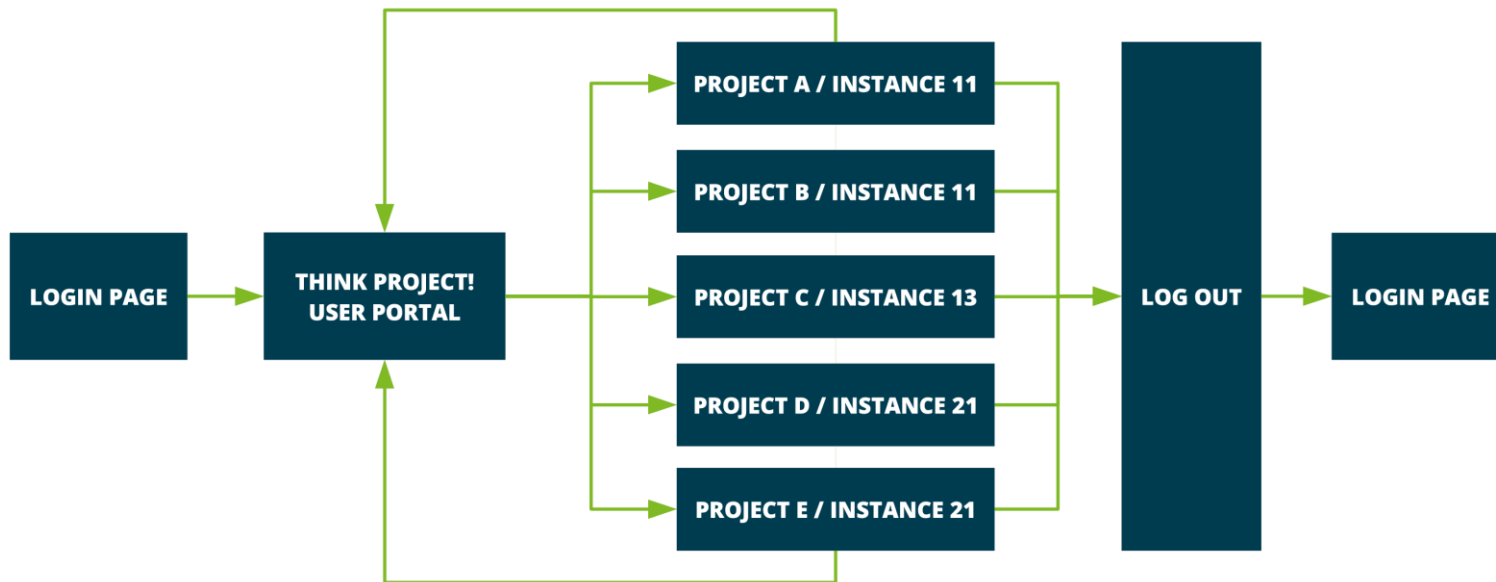
The new hub for your daily work with think project!

AGENDA

- › General information about the new think project! User Portal
- › Important changes for existing users
- › First Steps
- › The new surface
 - Project list
 - News
 - Resources
 - User specific menu
- › The new functionalities
 - Request new password
 - Request new account

THINK PROJECT! USER PORTAL

- From the **31 January 2018**, the think project! User Portal will be the central hub to access your projects.
- You will reach the User Portal via the login button on our website. If you created your own bookmarks, you will be redirected automatically.
- The think project! User Portal provides direct access to all of your projects, no matter on which instance the project is stored. You don't need to log in or log out separately any longer.



IMPORTANT CHANGES FOR EXISTING USERS

With introduction of the think project! User Portal, some options (you are maybe used to work with) are no longer available or changed:

- › There will be only one common login page on our homepage beyond all instances, that means:
 - Instance selection for the login process is no longer needed
 - Single login pages for each instance are no longer available, users will be automatically forwarded to the main login

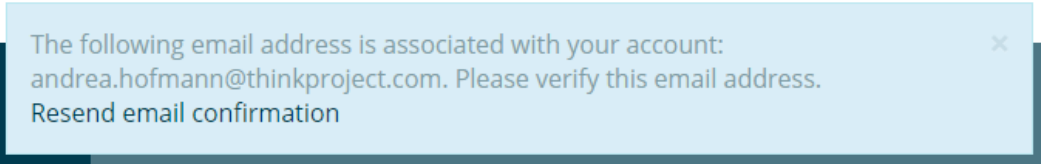
- › Project selection within the same instance is still available, but >> **my projects** leads you now directly to the project list of the User Portal

- › For our users with multiple accounts, who are used to work parallel with more than one user account:
We will support only one user per browser + one user in 'Incognito Mode'

FIRST STEPS

Verifying your e-mail address

- › With the introduction of the think project! User Portal we also provide you new self-services like request new password and request new account
- › For those services your e-mail address is the unique parameter for our processes
- › So, after your first log in, you will get a message for verifying your e-mail address

A screenshot of a light blue notification box with a dark blue border. The text inside reads: "The following email address is associated with your account: andrea.hofmann@thinkproject.com. Please verify this email address. Resend email confirmation". There is a small 'x' icon in the top right corner of the box.

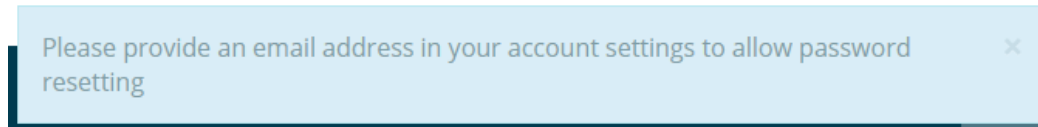
The following email address is associated with your account:
andrea.hofmann@thinkproject.com. Please verify this email address.
Resend email confirmation

- › After sending your e-mail confirmation, your e-mail address is registered and message will not pop up again

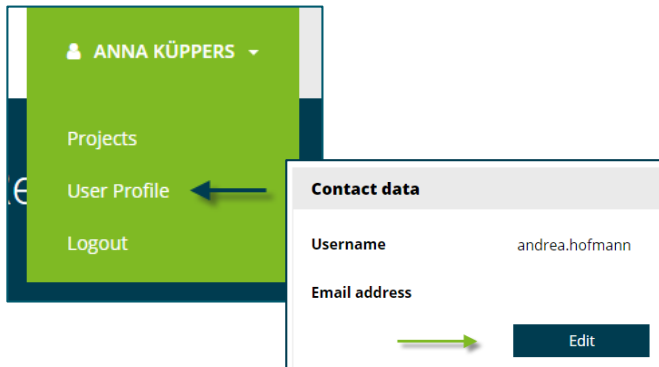
FIRST STEPS

Add an valid e-mail address

- › If there is no e-mail address associated with your account, you will get a message to add an e-mail address.



- › To add the e-mail address, please select Contact data in your User Profile



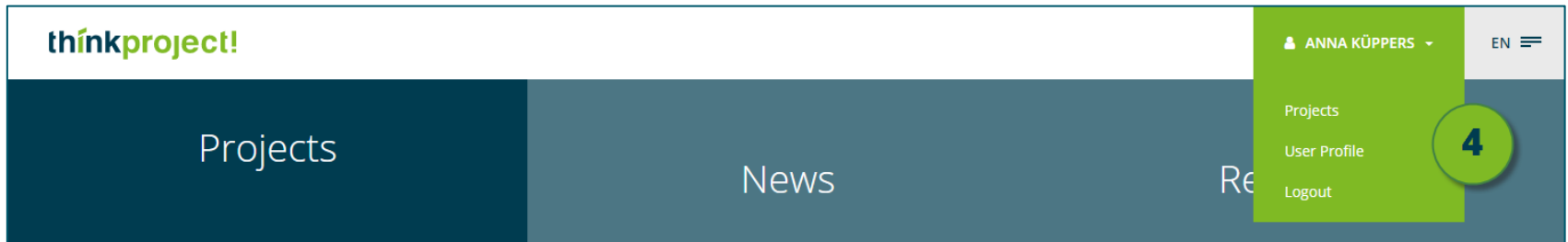
Please note:

If you use more than one account it is not possible to use your e-mail address multiple times. If you have any questions about that , please contact your think project! Support Team.

THE SURFACE

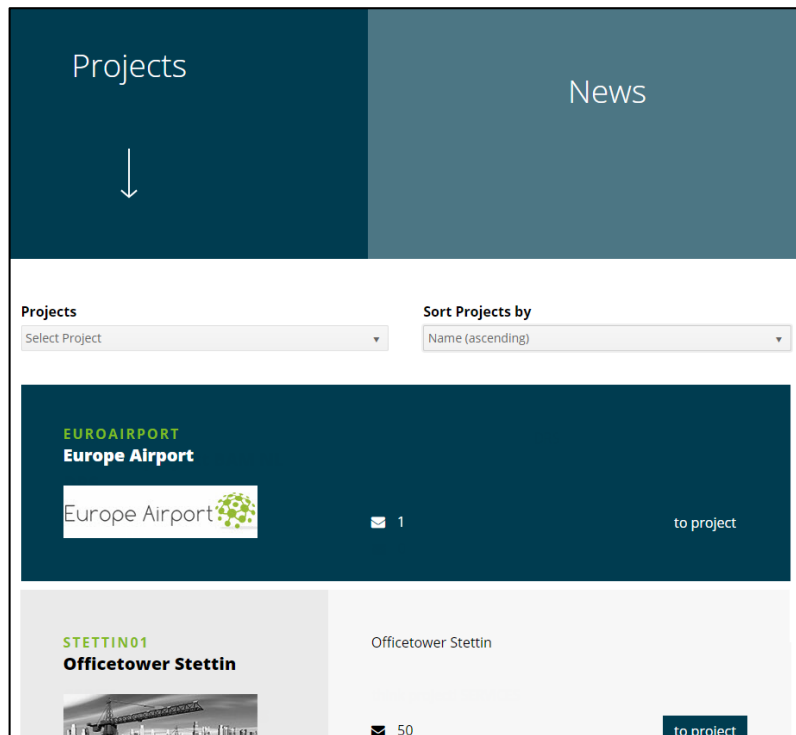
There are four sections to know

- › Project list
- › News
- › Resources
- › User specific menu



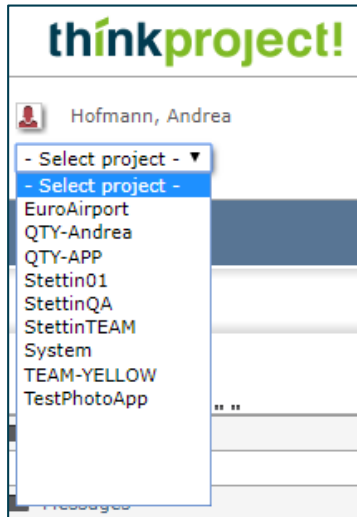
(1) PROJECT LIST

- › In section **Projects** you have access to all of your projects across all instances
- › In every single project tile you find the project name, project logo or picture, project description and your current number of messages
- › If the list is pretty long, you have functions for search through or to sort the project list
- › By clicking on the project tile, you get directly to the project

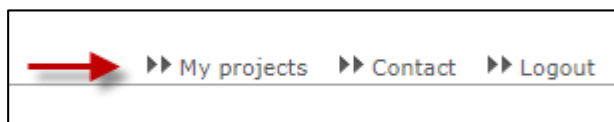


(1) PROJECT LIST

- › The new project list within the think project! User Portal is now the central hub for switching from one project to another
- › Selection of projects within think project! is still available via project menu within the same instance



- › The project list of the User Portal makes it easier to switch between projects across different instances
- › When you are logged in your project, you get back to the project list by clicking on **>>My projects**



(2) NEWS & (3) RESOURCES

- › In the section “News” you will find all relevant news on the think project! portfolio and upcoming events
- › In the section “Resources” you will find relevant documents such as tutorials and manuals

The image shows a navigation bar with three main sections: Projects, News, and Resources. The News section is highlighted with a downward arrow. Below the navigation bar, the main content area is divided into three columns. The left column is titled 'PRODUCT INFOS & NEWS' and contains two news items. The middle column is titled 'EVENTS' and features a 'MORE' button and a 'ROUND TABLE/BREAKFAST' event. The right column is titled 'Resources' and features a 'Basic User Manual' document icon.

Projects **News** **Resources**

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PRODUCT INFOS & NEWS

10/10/2017
Import of BCF-files is now available for think project! BIM Collaboration

Apart from the standard IFC format, think project! can now also import and process BCF files. Learn more about BCF and why it is useful!

Learn more →

10/10/2017
BIM Review Board – More than a BIM Viewer!

09/19/2017
Security @ think project!: What about catching a virus?

think project! has to ensure the confidentiality, availability and integrity of your data. How we do this is regularly reviewed in formal security audits. One of our measures to protect your data deals with malware.

EVENTS

MORE →

ROUND TABLE/BREAKFAST
05/30/2017 in Andfurnidesto

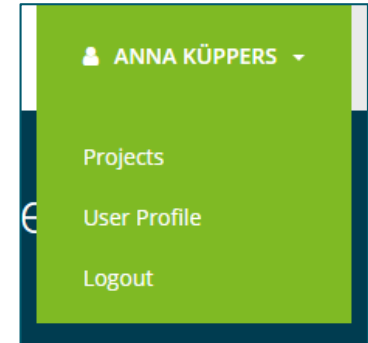
Resources

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MANUAL
Basic User Manual

(4) USER SPECIFIC MENU

- › After successful login, you have access to some more functionalities according to your access rights



Functionality	Description
Projects	Here you get back to the project list
User Profile	Every user can view his own user profile and has the possibility to change the assigned email address, password or communication language
Logout	Here you log out across all applications

THE NEW FUNCTIONALITIES

- › With the introduction of the think project! User Portal, we implemented functionalities for a more automatised and efficient user management
- › The new functionalities will help you to be more independent from your administrator timeslots and will speed up usual processes
- › That means in detail an automatised e-mail communication and an automatised processing of the user confirmation
- › We already have implemented two processes until now:
 - Request new account
 - Request new password

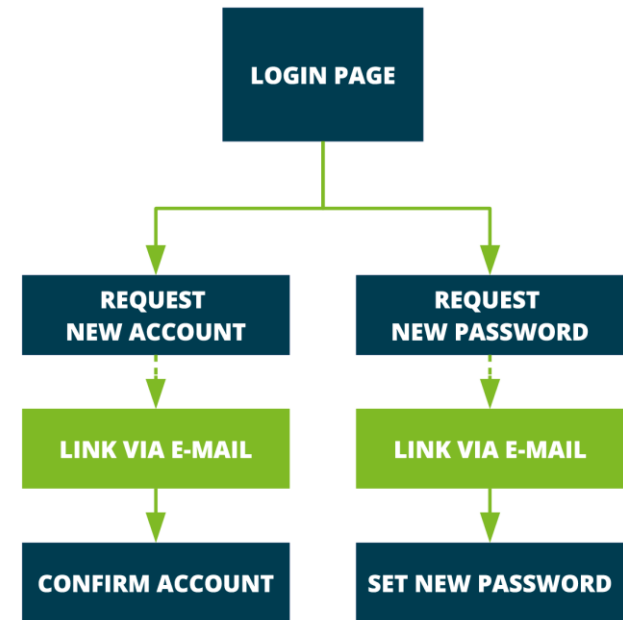
THINK PROJECT! LOGIN

Username
andrea.hofmann

Password
.....

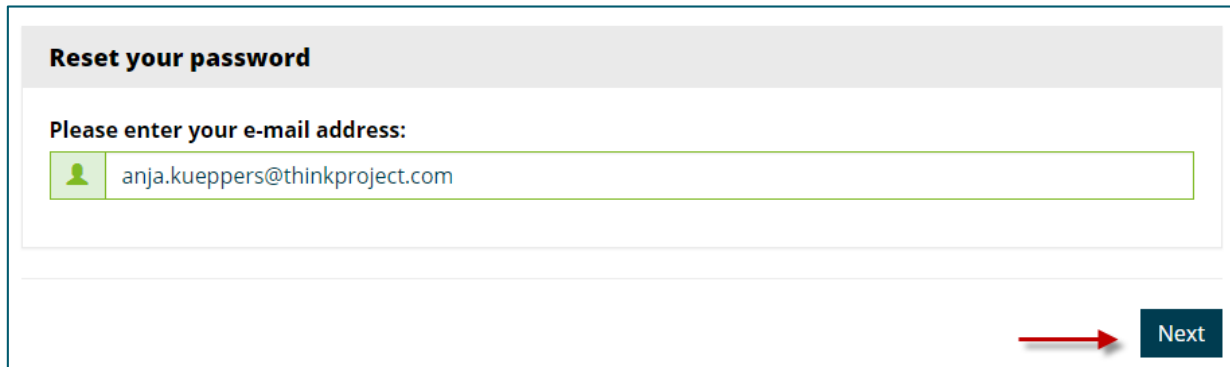
Login

Request new account Request new password



REQUEST NEW PASSWORD

- › The option **Request new password** will be available as a button within the new login page from **31 January 2018**
- › If you can't remember your password, you start the process by clicking the respective button
- › Enter your e-mail address and click **Next**
- › Afterwards you will get an e-mail with a link for your password reset included
- › By clicking on the link you can set your new password



Reset your password

Please enter your e-mail address:

[Next](#)

REQUEST NEW ACCOUNT

- › The option **Request new account** will be available as a button within the new login page
- › It helps you to create a new account with all necessary information.
- › By clicking on the respective button, you get to the form where you can fill in your personal data and password
- › After confirming the entry via **Submit**, you will get an e-mail with a confirmation link
- › By clicking on the link, you verify your new account

- › **Please note:**
The administrator of your project or organisation still has to assign you to the needed projects!
Contact your administrator right after your request to inform him about your required projects.

ANY QUESTIONS?

- › If you have further questions or if you need more detailed information please contact your responsible contact person in the Technical Account Management.

