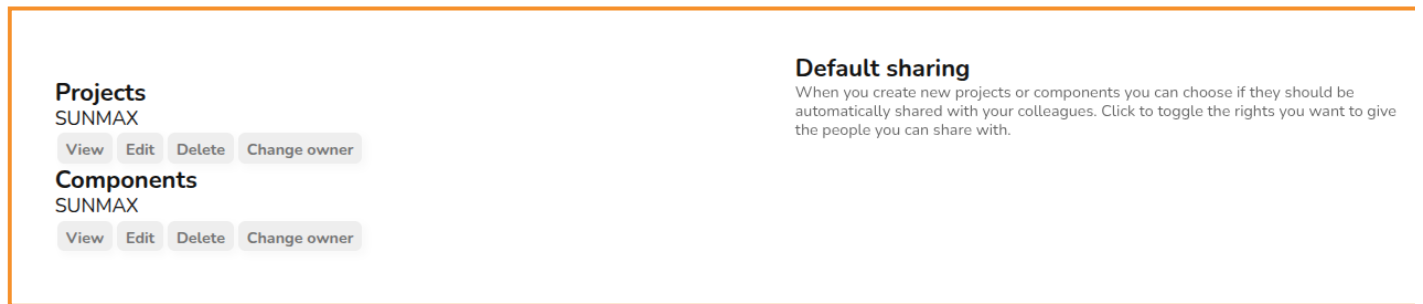


Sharing permissions

Default sharing projects and components

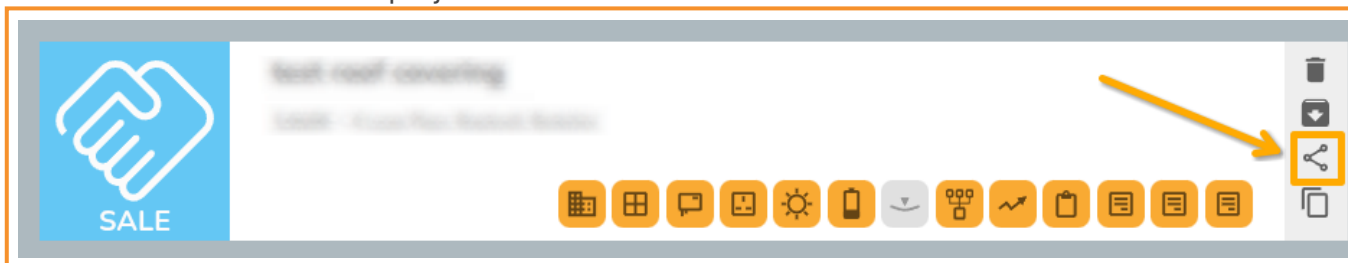
The sharing permissions for each individual user in the team can be found in **My account** > **Preferences** > **General** and then **Default sharing**. In this section, simply select which permissions you would like to be given automatically when creating a project or component.



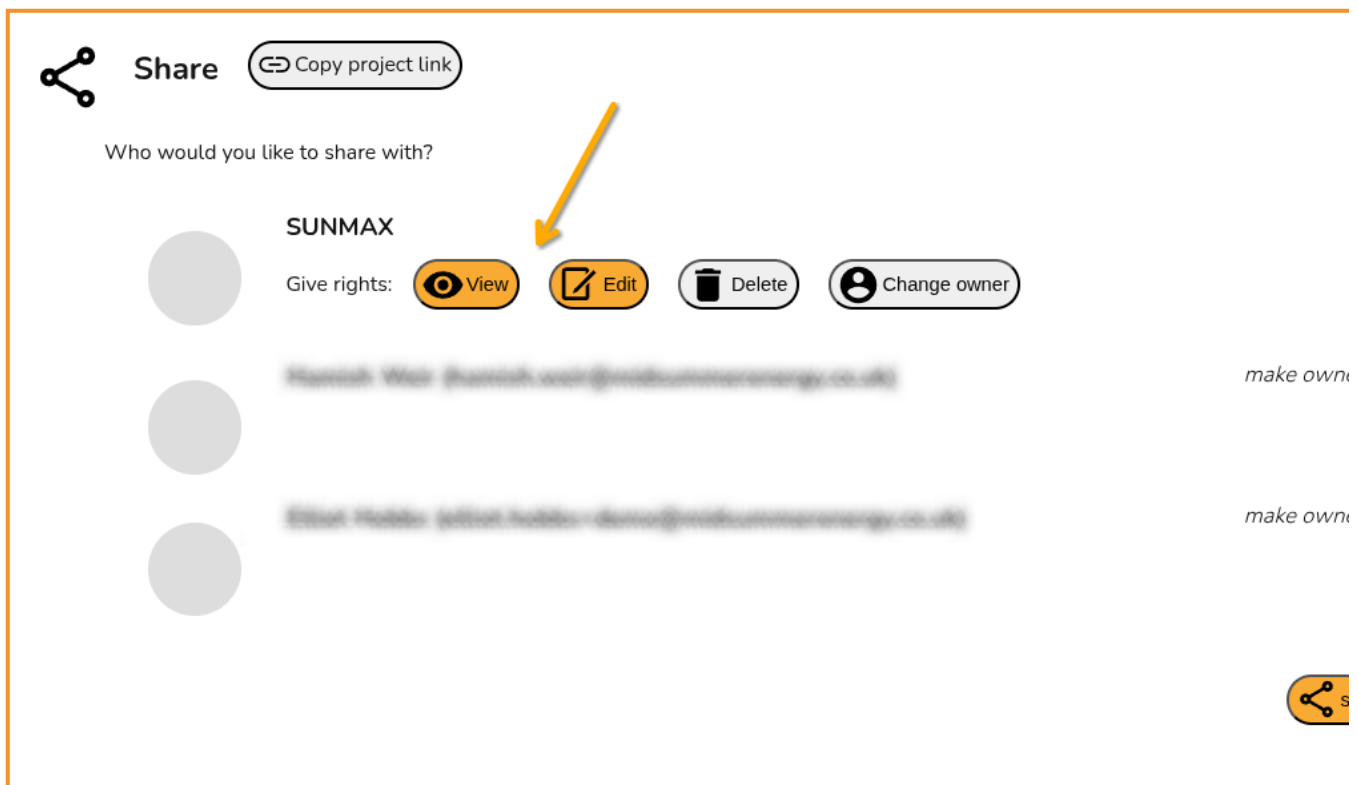
Manually sharing projects

To share an individual project, go to the project list page or the overview of the project:

1. Click the share icon on the project



2. Select which permissions you would like to share




3. Click save in the bottom right corner. If you have lots of members in your team, you may need to scroll down to see the save option.

The ability to share will only show on projects owned by you. You'll also see the options to

- **Copy project link:** users who have access to this project will be able to view it from this link.
- **Make owner:** the users displayed here will be the members of your team, clicking *make owner* will transfer ownership to this user. This will mean the project doesn't show on your project list (unless shared with your team) and you will no longer have permissions to choose who the project is shared with.

Manually sharing components

If you are using [custom components](#) in Easy PV, you can share those owned by you with other members of your team. The steps are very similar to above but for custom inverters and solar panels, you need to make sure you share both the manufacturer and the individual component:




Example manufacturer

Not used in any projects

Name:

Description:

Type: PV Invert ▼



Example inverter

Not used in any projects

[+] Add inverter


Viewing projects shared with you

To view projects shared with you, make sure this option is selected in the project list page:

Projects

You can search for projects by project name, customer name, address or postcode. To view older projects change the date range shown below.

 Include archived projects ☐

 Show projects shared with you ☒

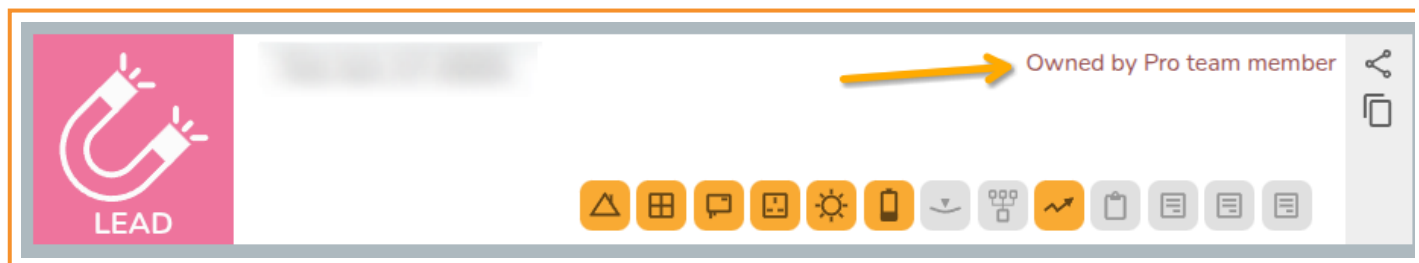
Show projects modified in the last...

1 month 6 months 12 months forever



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Projects owned by others will say *Owned by [name]* in the top right corner of the project:



Revision #3

Created 19 June 2025 10:04:40 by Daisy Kernick

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