The Project Dashboard

Upon logging into ONETEAM, you will be placed on the "Project Dashboard" so you can monitor all of your projects' responses in a single view and access the details of specific project's like the "Message History" and "Project Reports".

This screen also provides access to your private vendors and The Blue Book Network's vendors at the top of the screen.

To create and message a new project, click "Add a Project" (upper right corner) or click "Copy" on an existing project (under project image) . The copy feature enables you to instantly replicate an existing active project that's similar to the new one so you can save time adding the details, categories, and vendors. You will just need to enter the new project's important dates and times.