Teammitglieder verwalten

Managing team members at team level involves the following tasks: inviting new team members to join the Bimplus team (*without* assigning them to a project), assigning member roles to the team members (thus giving them different rights at team level), and removing team members from a Bimplus team.

Topics on this page:

- Inviting team members
- Defining the roles of the team members
- Removing members from a Bimplus team

Inviting team members

The person who knows what knowledge and skills are required for a construction project is usually the project manager. Therefore, a project administrator directly invites new Bimplus participants to join a project. By accepting the invitations, the new participants automatically become members of a Bimplus team.

The team owner or a team administrator can also invite new Bimplus participants to join the Bimplus team *independently of a project*, for example, to assign them team tasks that are superordinate to a project.

> **Note**: Users who are invited to take part in Bimplus for the first time must confirm participation before they become registered Bimplus users (see "Accepting the invitation to Bimplus").

To invite a new member to join your Bimplus team

This is only possible if ...

You signed in to the **BIMPLUS** web portal (see "Signing in to the **BIMPLUS** web portal")
You are the team owner or team administrator of the Bimplus team

1. Select the navigation menu by clicking **Show navigation** menu on the title bar of the **BIMPLUS** web portal.
2. Click **Team members**.

   Tabs indicate the licenses that are available to the current team.
3. *Only if you are the owner or administrator of several Bimplus teams:*
   Use the list box under **List of available teams** to select the team to which you want to invite a new member.
4. Select the **Bimplus Team Management** tab.

   You can see the members of the current Bimplus team and all employees of your company who are registered users of Allplan Connect.

   > **Note**: To invite an employee who is a registered user of Allplan Connect to join the Bimplus team, click **Add to Bimplus team** in the **Role** column of this employee and select a role for this new team member. That's all!
5. Click **Invite new Bimplus team member**.
6. Enter the email address of the member you want to invite and select the required member role:

   Member
   A member does not have any rights at team level but can be assigned any role at project level.

   Administrator
   An administrator has the following rights: inviting and removing team members, creating and deleting projects, appointing and deleting project administrators, appointing and deleting other team administrators and managing licenses.
7. Click **Invite**.

   If the person invited is a registered Bimplus user:
   The person invited gets an email with a link to the Bimplus project; this person is automatically a member of the Bimplus team.

   Or:

If the person invited is not a registered Bimplus user:
The person invited gets an email with the invitation to Bimplus; this person must confirm participation in Bimplus before becoming a registered Bimplus user and a team member.

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Defining the roles of the team members

A new Bimplus participant who is invited *directly to a project* automatically gets the **member** team role, regardless of this participant's role in the project. By assigning the **administrator** role to a member, the team owner or team administrator can authorize any member to carry out team tasks that are superordinate to the project.

When the team owner or a team administrator invites a Bimplus participant *to join the Bimplus team independently of a project*, the team owner or team administrator can assign the role to the new member directly in the invitation. Of course, this role can be changed at any time.

> **Important!**
> A team administrator is authorized to manage *all* licenses that are available to a team, that is, both Bimplus licenses and Allplan Share licenses. Therefore, a team member who does not belong to the company should get the **member** role only.

To change the role (= rights) of a team member

> **This is only possible if ...**
>
> You signed in to the **BIMPLUS** web portal (see "Signing in to the **BIMPLUS** web portal")
> You are the team owner or team administrator of the Bimplus team

1. Select the navigation menu by clicking **Show navigation** menu on the title bar of the **BIMPLUS** web portal.
2. Click **Team members**.

   Tabs indicate the licenses that are available to the current team.
3. *Only if you are the owner or administrator of several Bimplus teams:*
   Use the list box under **List of available teams** to select the team with the member to whom you want to assign a different role.
4. Select the **Bimplus Team Management** tab.

   You can see the members of the current Bimplus team and all employees of your company who are registered users of Allplan Connect.
5. Open the list box in the **Role** column of the member who is to get a new role and click the new role that you to want to assign to this member:

   Member
   A member does not have any rights at team level but can be assigned any role at project level.

   Administrator
   An administrator has the following rights: inviting and removing team members, creating and deleting projects, appointing and deleting project administrators, appointing and deleting other team administrators and managing licenses.

   > **Note**: The role of team owner can*not* be changed; the role of team administrator can be changed by the team owner or other team administrators.

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Removing members from a Bimplus team

By removing a member from a Bimplus team, you revoke the member's access rights to the planning data of all projects assigned to this team. This removes the member only from the current Bimplus team, having no effect on other Bimplus teams to which this member belongs or on the Bimplus registration of this member.

> **Note:** Even if you remove a member from all Bimplus teams, the Bimplus details (email address and password) of this member still exist. Once registered, a Bimplus user can thus be reinvited to a Bimplus team or project at any time without this user having to register again.

To remove a member from your Bimplus team

> **This is only possible if ...**
>
> You signed in to the **BIMPLUS** web portal (see "Signing in to the **BIMPLUS** web portal")
> You are the team owner or team administrator of the Bimplus team

1. Select the navigation menu by clicking **Show navigation** menu on the title bar of the **BIMPLUS** web portal.
2. Click **Team members**.

   Tabs indicate the licenses that are available to the current team.
3. *Only if you are the owner or administrator of several Bimplus teams:*
   Use the list box under **List of available teams** to select the team from which you want to remove a member.
4. Select the **Bimplus Team Management** tab.

   You can see the members of the current Bimplus team and all employees of your company who are registered users of Allplan Connect.
5. Click **Edit properties** in the **Role** column of the member whom you want to remove from the current Bimplus team.
6. Open the list box and click **Remove user from team**.

   > **Note**: A team owner can*not* be removed from the team owned by this person; team administrators can be removed by the team owner or other team administrators.

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