

Share a project with a stakeholder

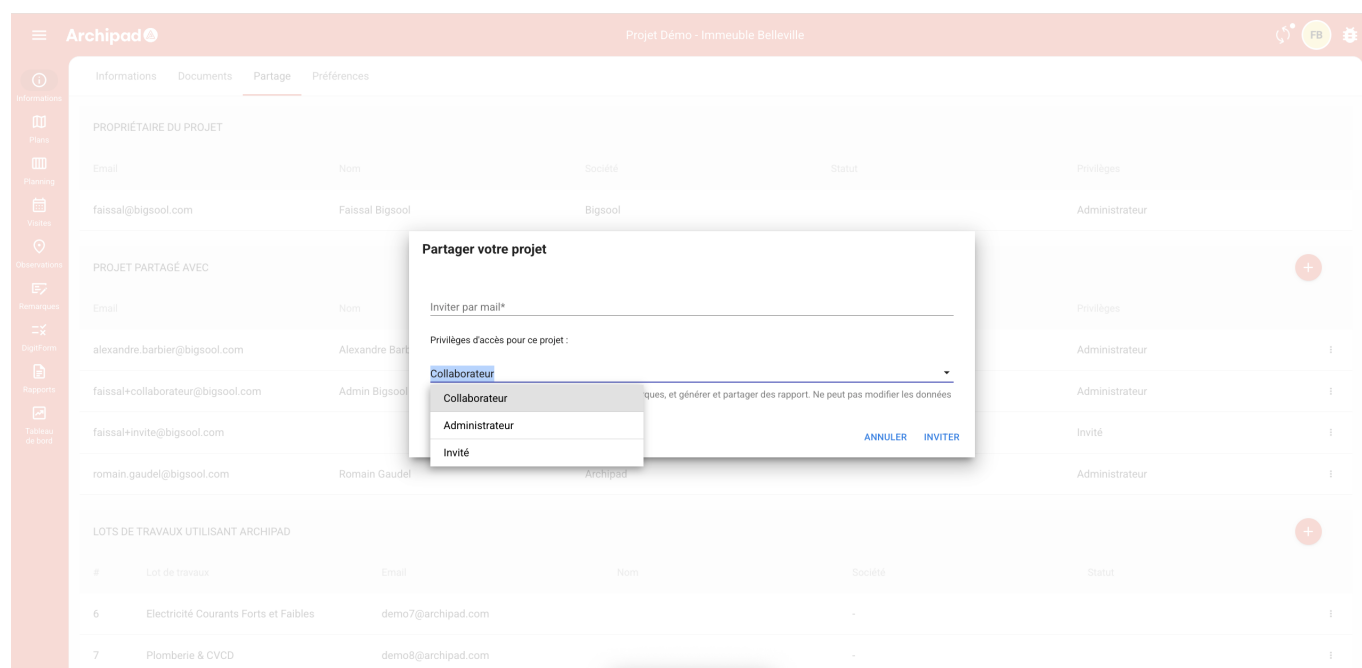
Posted on April 1, 2026 by Smaheine

Invite a stakeholder to collaborate on your project from Archipad Web by assigning them an appropriate access level.

Available on

-  **Archipad Web**
 -  **Android** *(same steps as the Web version)*
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Steps



1. Open the project, then go to **Information > Sharing**.
2. In **Project shared with**, click on **+**.
3. Enter the stakeholder's email address in the **Invite by email** field.
4. Select the **access level**.
5. Click on **Invite**.

The stakeholder receives an email invitation allowing them to access the project.

Access levels

Level	Description
Administrator	Full access to the project.
Collaborator	Can resolve punch list items, modify comments and generate reports, without modifying project information.
Guest	View-only access.

To know

With the **Developer** subscription, additional access levels may be available.