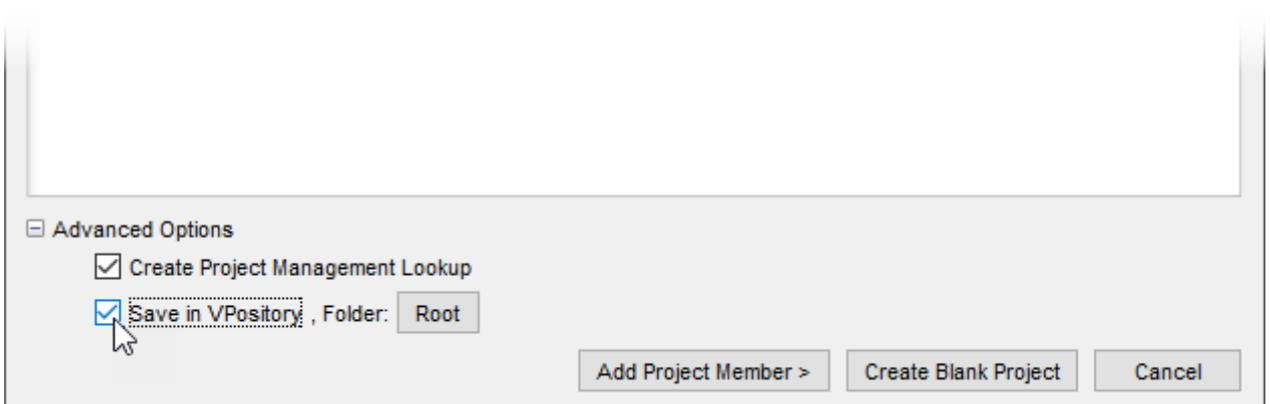

Creating project in repository

In [team collaboration](#), 'import project' refers to the process of creating a project in server. Team members can open the imported project and work on it locally in Visual Paradigm.

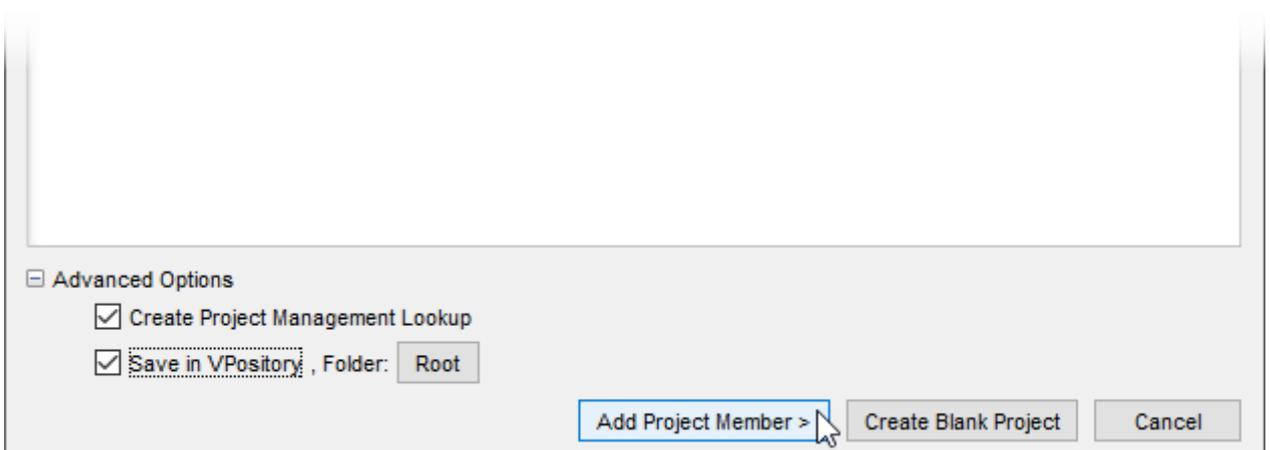
Importing a new project

To import a blank project from Visual Paradigm:

1. Select Project > New from the toolbar.
2. In the New Project window, enter the project name. Information like Author, data type set and project description are optional.
3. At the bottom of the window, click on **Advanced Options** to expand it. Then, select **Save in VPository** (or **Save in Teamwork Server** if your team use Teamwork Server for versioning).

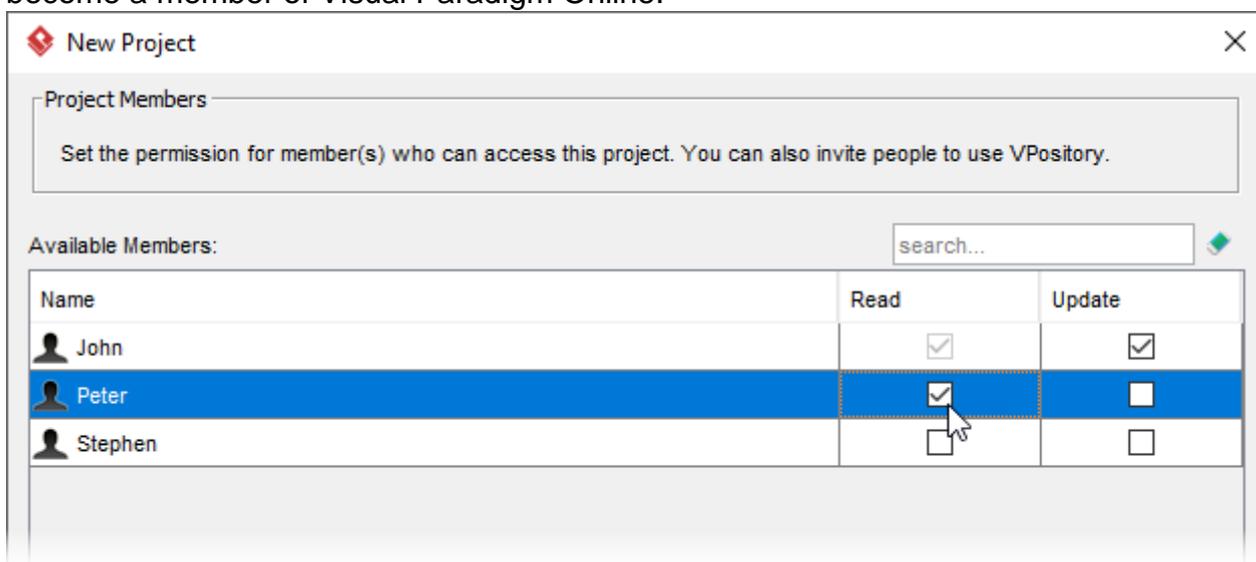


4. You now have two choices. If you just want to import the project to server without deciding team members' access rights to this project, click **Create Blank Project**. You and the manager account owner can modify members' access rights later on through the web interface of Visual Paradigm Online/Teamwork Server. If you want to set access rights now, click **Add Project Member >** instead.



5. In the **Project Members** screen, grant either or both the **read** and **update** rights to the other members/groups. The **Read** permission means that member can only checkout

the project and read its content. The **Update** permission means that member can both read the project content and commit changes to server. If you want to invite someone who are not yet a member of Visual Paradigm Online to access the project, click **Invite New Member...**, enter his/her name and email and send an invitation. He/she will receive an invitation email. By clicking on the confirmation link in the email, he/she will become a member of Visual Paradigm Online.



The screenshot shows a 'New Project' dialog box with a 'Project Members' section containing instructions. Below is an 'Available Members' section with a search bar and a table of members and their permissions.

Name	Read	Update
John	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen	<input type="checkbox"/>	<input type="checkbox"/>

6. Click **Create Blank Project** when done. The project will then be imported to server. You and the team members with read and/or update rights can open the project in Visual Paradigm.

Importing an opening project

When you are opening a local project that is not yet managed under Visual Paradigm Online or Teamwork Server, you can import it to the server by performing the steps below.

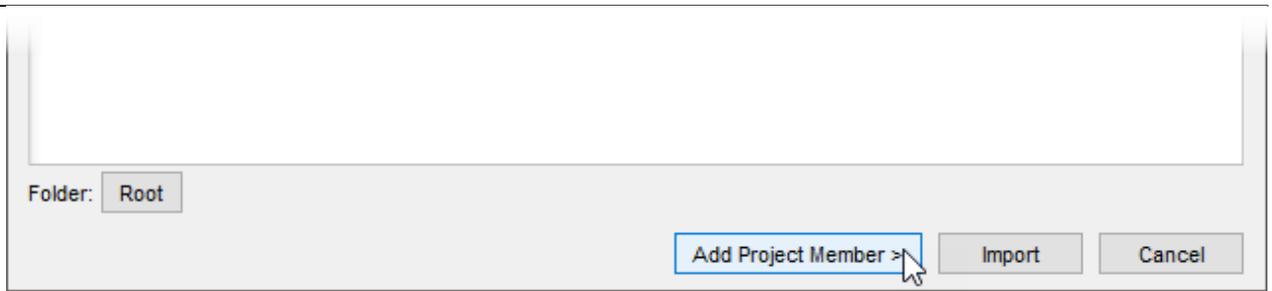
1. Select **Project > Save as** from the toolbar.
2. In the **Save Project** window, keep **VP Online** (or **VP Teamwork Server**) selected at the top of the window.
3. If necessary, change the project name.



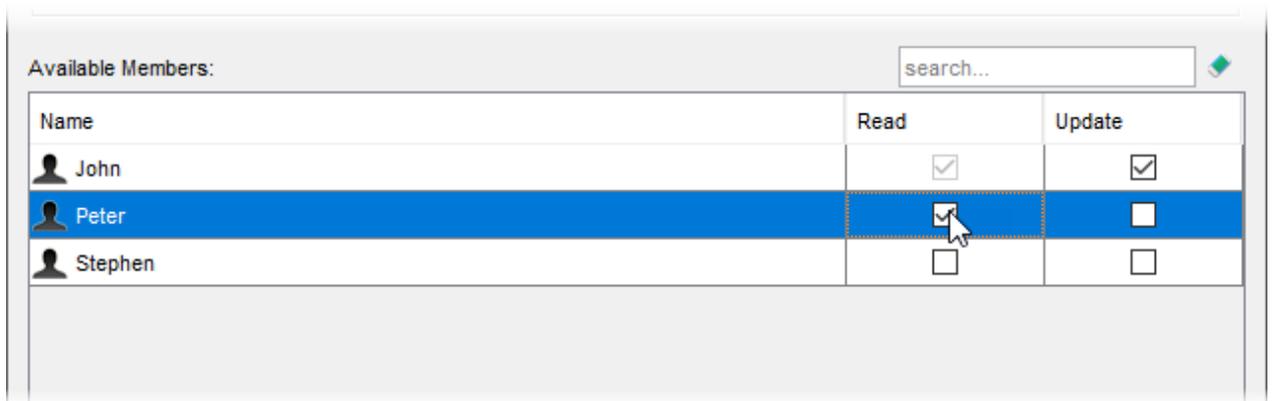
The screenshot shows the 'Save Project' dialog box with the following fields:

- Name: PC Assembling
- Author: (empty)
- Data type set: UML
- Description: (empty)

4. You now have two choices. If you just want to import the project to server without deciding team members' access rights to this project, click **Import**. You and the manager account owner can modify members' access rights later on through the web interface of Visual Paradigm Online/Teamwork Server. If you want to set access rights now, click **Add Project Member >** instead.



5. In the **Project Members** screen, grant either or both the **read** and **update** rights to the other members/groups. The **Read** permission means that member can only checkout the project and read its content. The **Update** permission means that member can both read the project content and commit changes to server. If you want to invite someone who are not yet a member of Visual Paradigm Online to access the project, click **Invite New Member...**, enter his/her name and email and send an invitation. He/she will receive an invitation email. By clicking on the confirmation link in the email, he/she will become a member of Visual Paradigm Online.

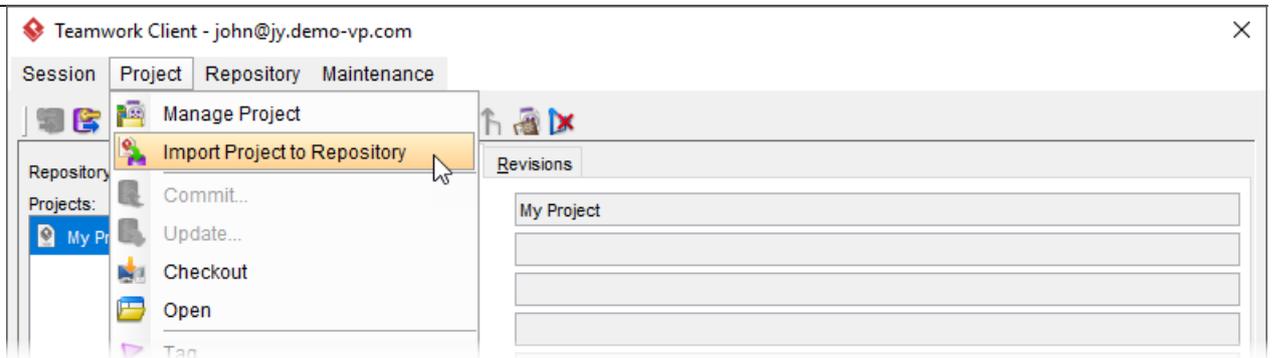


6. Click **Import** when done. The project will then be imported to server. You and the team members with read and/or update rights can open the project in Visual Paradigm.

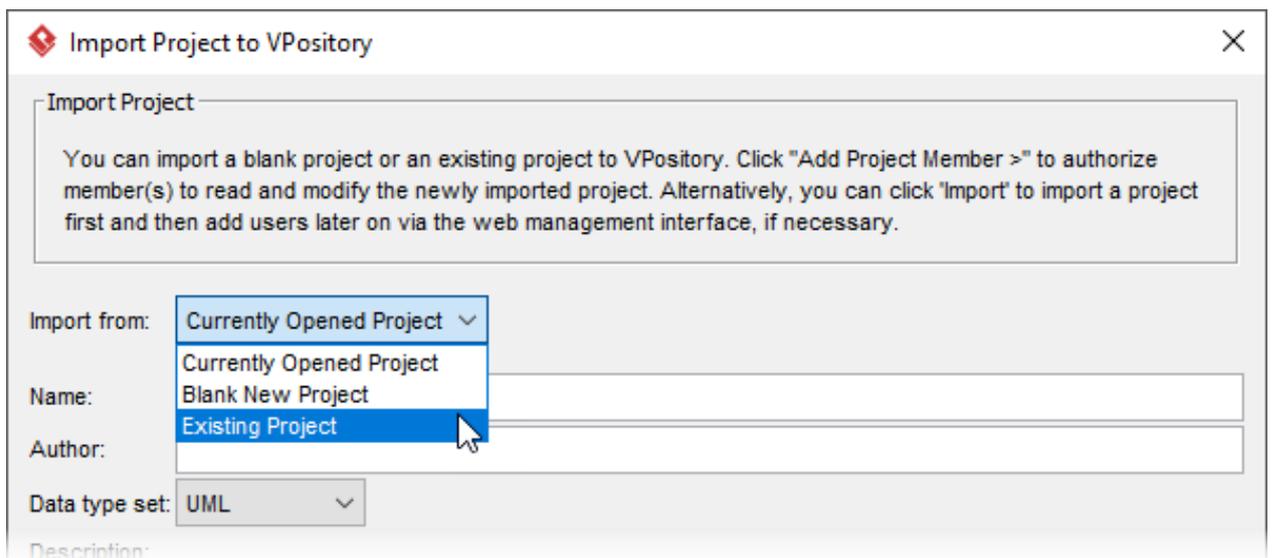
Importing a project file (.vpp)

If you want to import a Visual Paradigm project file (*.vpp) to server, you can either open it in Visual Paradigm first and perform the steps described in the previous section to import it to server, or perform the steps below to directly import the .vpp file to server.

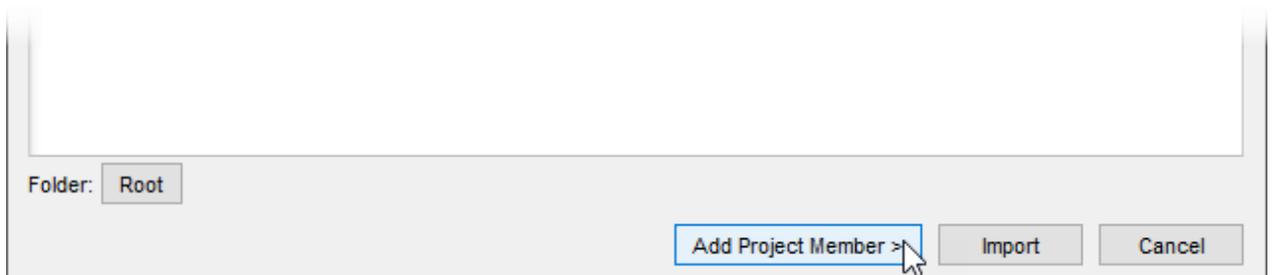
1. Select **Team > Utilities > Open Teamwork Client...** from the toolbar.
2. In the **Teamwork Client** window, select **Project > Import Project to Repository** from the main menu.



3. In the **Import Project** window, select the source of project file, select **Existing Project** for **Import from**.



4. Provide the file path of the Visual Paradigm project file (.vpp) to import.
5. You now have two choices. If you just want to import the project to server without deciding team members' access rights to this project, click **Import**. You and the manager account owner can modify members' access rights later on through the web interface of Visual Paradigm Online/Teamwork Server. If you want to set access rights now, click **Add Project Member >** instead.



6. In the **Project Members** screen, grant either or both the **read** and **update** rights to the other members/groups. The **Read** permission means that member can only checkout the project and read its content. The **Update** permission means that member can both read the project content and commit changes to server. If you want to invite someone who are not yet a member of Visual Paradigm Online to access the project, click **Invite New Member...**, enter his/her name and email and send an invitation. He/she will receive an invitation email. By clicking on the confirmation link in the email, he/she will become a member of Visual Paradigm Online.

Available Members:

search...

Name	Read	Update
 John	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Peter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Stephen	<input type="checkbox"/>	<input type="checkbox"/>