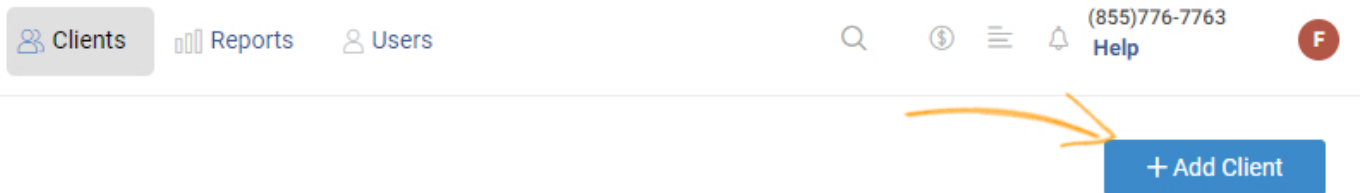


# How to Add Clients


Sometimes, projects require you to include the clients on the project management tool. ProProfs Project gives you a simple, but powerful way of managing all of your clients in one place.

**Here's how you can add clients to ProProfs Project:**

**Step 1:** Go to the **Clients** tab and click on **+ Add Client**.



**Step 2:** Enter the client's details in the pop-up window. If you wish to invite a client as a Guest, enable the **Invite as a Guest** option. Once done, click **Save**

 **Add Client**

Client Name	<input type="text" value="James"/>
Main Contact	<input type="text" value="None"/>
Email	<input type="text" value="james@proprofs.com"/>
Telephone Number	<input type="text" value="1234567890"/>
Fax	<input type="text" value="9876543210"/>
Mobile	<input type="text" value="4321098765"/>
Website	<input type="text" value="http://www.proprofs.com"/>
Address	<input type="text" value="1234567890"/>
City	<input type="text" value="New York"/>
State/Province	<input type="text" value="NY"/>
Postal Code	<input type="text" value="10001"/>
Country	<input type="text" value="United States"/>
Group	<input type="text" value="None"/>

The **Invite as a guest** option gives the client **Guest** permission. This allows them to comment on projects, tasks, etc and upload files on the tool.

Group

Notes

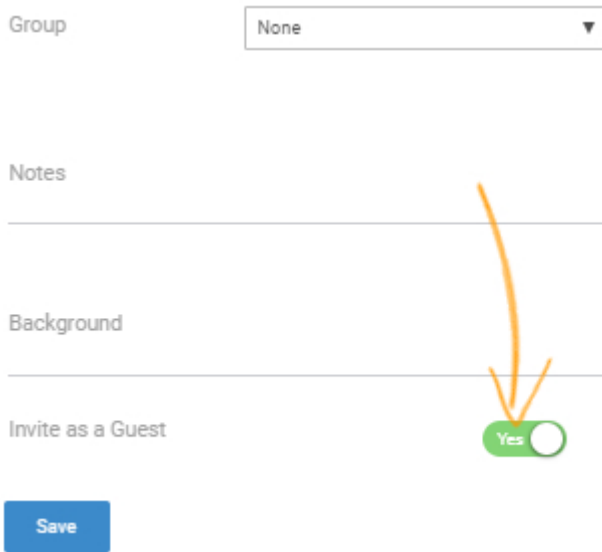
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Background

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Invite as a Guest

Save



### Benefits of inviting clients as guests to ProProfs Project:

- Allows users to co-ordinate with the client for better execution of the tasks.
- Gives the client a bird's eye view of their projects, enhancing trust between you and the client.
- Provides a more satisfying customer experience.

Suggested Reading: [Add a User](#)