

Working with projects and libraries

1. Perform the following actions:

To perform this action	Do this
Create projects	<ol style="list-style-type: none"> Select the customer, and select Project > Create Project.. In the Project Name box, type the project name. (Optional) In the Description box, type information about the project. In the State list, select the required project state. (Optional) In the Project Number box, type a project number. Click Create.
Manage project state	<ol style="list-style-type: none"> Select a project and then select Project > Edit Project. In the State list, select the required project state. Note: You can use the project state to filter the list of projects. Click Update.
Edit projects	<ol style="list-style-type: none"> Select a project and then select Project > Edit Project. In the Project Name box, edit the project name. (Optional) Edit the information about the project. In the State list, select the required project state. (Optional) In the Project Number box, type a project number. In the Project End Date box, select the end date for the project. Click Update.
Move projects	<ol style="list-style-type: none"> Select a project. From the Project menu, select Move Project. In the Move Project dialog box that appears, locate the customer, and click Move.
Delete projects	<ol style="list-style-type: none"> Select a project. From the Project menu, select Delete Project. In the Delete Project dialog box that appears, click Delete.
Create libraries	<ol style="list-style-type: none"> Select the customer, and select Library > Create Library.. In the Library Name box, type the library name. (Optional) In the Description box, type information about the library. Click Create.
Edit libraries	<ol style="list-style-type: none"> Select the library and then select Library > Edit Library.. In the Library Name box, edit the library name. (Optional) Edit the information about the project. Click Update.
Move libraries	<ol style="list-style-type: none"> Select a library. From the Library menu, select Move Library. In the Move Library dialog box that appears, locate the customer, and click Move.
Delete libraries	<ol style="list-style-type: none"> Select a library. From the Library menu, select Delete Library. In the Delete Library dialog box that appears, click Delete.

