

Working with Project State

You can set the project state to list and view the projects in certain states only.

1. Select a project for which you want to set the state.
2. Click **Edit Project**.
3. In the **State** drop down, select a state that you want set for the project.
4. Click **Update**.
5. In the **Filter** drop down, select a state of project that you want to view.
Only the projects with the specified state appears in the list.

For projects that are considered completed, you can set the state to **Completed**. Once the state is set to **Completed**, you cannot view elements or task elements in the project in Smart Review. You can only do certain actions, such as browsing the information of the elements, browsing the status of the tasks, and generating reports. You can set the project state back to **Active** in order to view elements or task elements in Smart Review.