

Working with project or library groups

You can group projects and libraries for a specific customer. Project and library groups add an extra organizational level to your files, between the customer level and the project and library levels.

You might create a group for one of your clients, and then place all of the projects for that client inside the group.

Important: When you delete a project group or library group, all projects or libraries in that group are deleted.

1. Perform the following actions:

To perform this action	Do this
Enable project and library groups	a. Select a customer. b. In the lower pane, click the customer name. c. In the Edit Customer Information dialog box that appears, select the Enable project/library groups for customer check box. d. Click Update.
Create a project group or a library group	a. Select the customer, and select Group > Create Group. b. Type the group name, and click Create.
Move a project into a group	a. Under Project, select a project. b. From the Project menu, select Move Project. c. In the Move Project dialog box that appears, locate the group, and click Move.
Move a library into a group	a. Under Library, select a library. b. From the Library menu, select Move Library. c. Locate the group, and click Move.
Delete a project group or a library group	a. Select the project group or library group, and select Group > Delete Group. b. Click Delete.
Rename a project group or a library group	a. Select the project group or library group, and select Group > Rename Group. b. Type the new name, and click Rename.