

# Working with projects and libraries

1. Perform the following actions:

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

