

## How to Edit a Project

This tutorial shows how to edit an existing Project, for example to change its title or add/remove Activity Leads.

Step 1: Select “My Projects” from the top menu.

When the page opens select “View Project” for the project you want to view.

**Activity Manager** | HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | RESOURCES | DASHBOARDS | SUPPORT | URBAN,JEFFREY J

**MY PROJECTS** | Click "My Projects"

**MOLECULAR FOUNDRY - INORGANIC FACILITY** | Click "View Project"

ACTIVITY NAME	ACTIVITY LEAD	STATUS	
Pyrophorics work	Mattox,Tracy M	ACTIVE	View Activity
Lithium Metal Use	Mattox,Tracy M	ACTIVE	View Activity
XRD - General Use	Mattox,Tracy M	ACTIVE	View Activity

Step 2: Now that the Project is open, select “Choose an Action / Edit Project”

**PROJECT SUMMARY**

Project No.: P-MS-007  
Project Name: Molecular Foundry - Inorganic Facility  
Project Lead: Urban, Jeffrey J  
Division: Materials Sciences  
Created By: Urban, Jeffrey J  
Created On: September 05, 2014

**BRIEF DESCRIPTION**

Participate in synthesizing and characterizing colloidal and/or gas phase inorganic nanostructures. Includes x-ray diffraction and waste generation.  
[Read More](#)

**PROJECT ACTIVITIES**

Choose An Action

- Create Project
- Create Activity
- Edit Project
- Close Project

MS-0016 ACTIVE Lithium Metal Use Mattox,Tracy M

MS-0017 ACTIVE XRD - General Use Mattox,Tracy M

Step 4: When the Project is in editing mode, you can add a new Activity Lead and make other Project-level changes.

- Type the name or ID of the person you want to add as Activity Lead and then click the green link “Add Activity Lead.”

Step 5: Make sure to click save (Bottom of the page) when you are done.

The screenshot shows the 'UPDATE PROJECT' interface. At the top, there is a navigation bar with links: HOME | HAZARDS & CONTROLS | MY PROJECTS | WORKERS | ACTIVITY SEARCH | RESOURCES | DASHBOARDS | SUPPORT. The user's name 'URBAN,JEFFREY J' is displayed in the top right corner. The main content area is titled 'UPDATE PROJECT' and contains several sections:

- Name:** Molecular Foundry - Inorganic Facility
- Sponsoring Division:** Materials Sciences
- Project Lead:** Urban,Jeffrey J
- Created By:** Urban,Jeffrey J
- Created On:** September 05, 2014
- Brief Description:** Participate in synthesizing and characterizing colloidal and/or gas phase inorganic nanostructures. Includes x-ray diffraction and waste generation. Work spaces covered include all 4th floor labs and

On the right side, there is an 'Assign Activity Leads' section with an 'Activity Lead' input field and a green '+ Add Activity Lead' link. Below this is a list of 'Assigned Activity Leads' with names and trash icons: Aloni,Shaul; Brand,Alyssa; Chan,Emory M; Kuykendall,Tevye R; Mattox,Tracy M; Queen,Wendy L; and Urban,Jeffrey J. A red arrow points from a callout box 'Add new Lead and click "Add Activity Lead."' to the '+ Add Activity Lead' link. At the bottom right, there is a 'Save' button (highlighted with a red arrow and a callout box 'Save') and a 'Cancel' button.