

How to Edit a Project

This tutorial shows how to edit an existing Project, for example to change its title or add or 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

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

View Project

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, a navigation bar includes links for HOME, HAZARDS & CONTROLS, MY PROJECTS, WORKERS, ACTIVITY SEARCH, RESOURCES, DASHBOARDS, and 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, a red arrow points from a callout box 'Save' to the 'Save' button. A 'Cancel' button is also visible next to the 'Save' button.