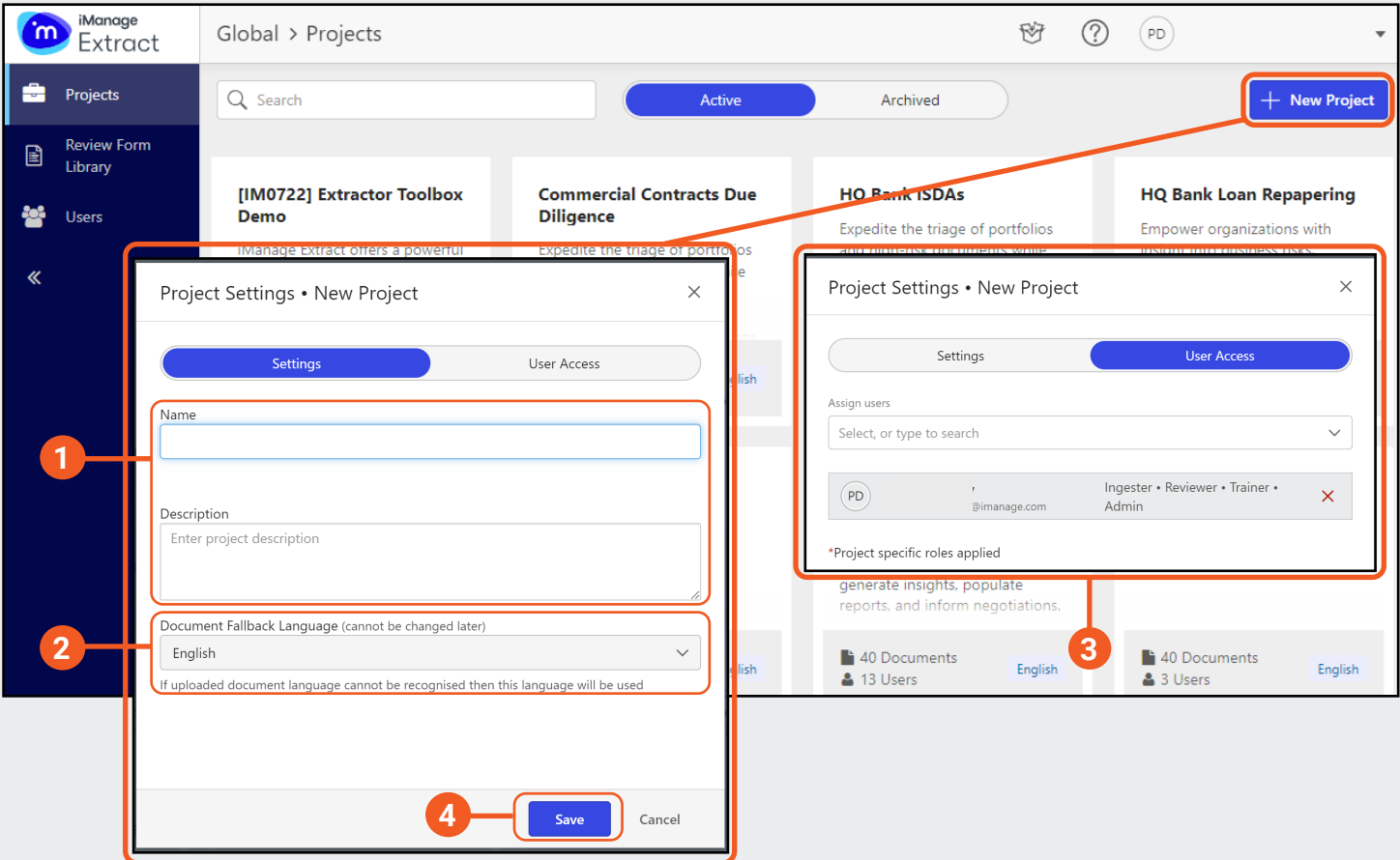


## Creating a Project

You can create projects in **iManage Extract** if you want a certain document set to be worked upon by a specific set of users. Example of projects can be Facility Agreements, NDAs, Leases, Commercial Contracts or a combination of two or more. Documents uploaded into one project are visible only within that project, and not from other projects. Users must be given permission to view projects. Hence, project creation is typically followed by adding users to projects and assigning roles to the added users. After you sign in, you are navigated to the **Projects** page, by default:



### 1. Name and Description

Specify the project details. **Name** is a mandatory field to create a new project.

### 2. Document Fallback Language

Select the language that you want the OCR (Optical Character Recognition) to use if one can't be automatically identified.

**NOTE:** Once selected, language cannot be changed later.

### 3. User Access

If you are an **Admin** or a **Superuser**, you can select the **User Access** tab to add a list of users you want to provide access to the project from the users drop-down list. You will also be able to see the current users in the project and their roles.

### 4. Saving your Project

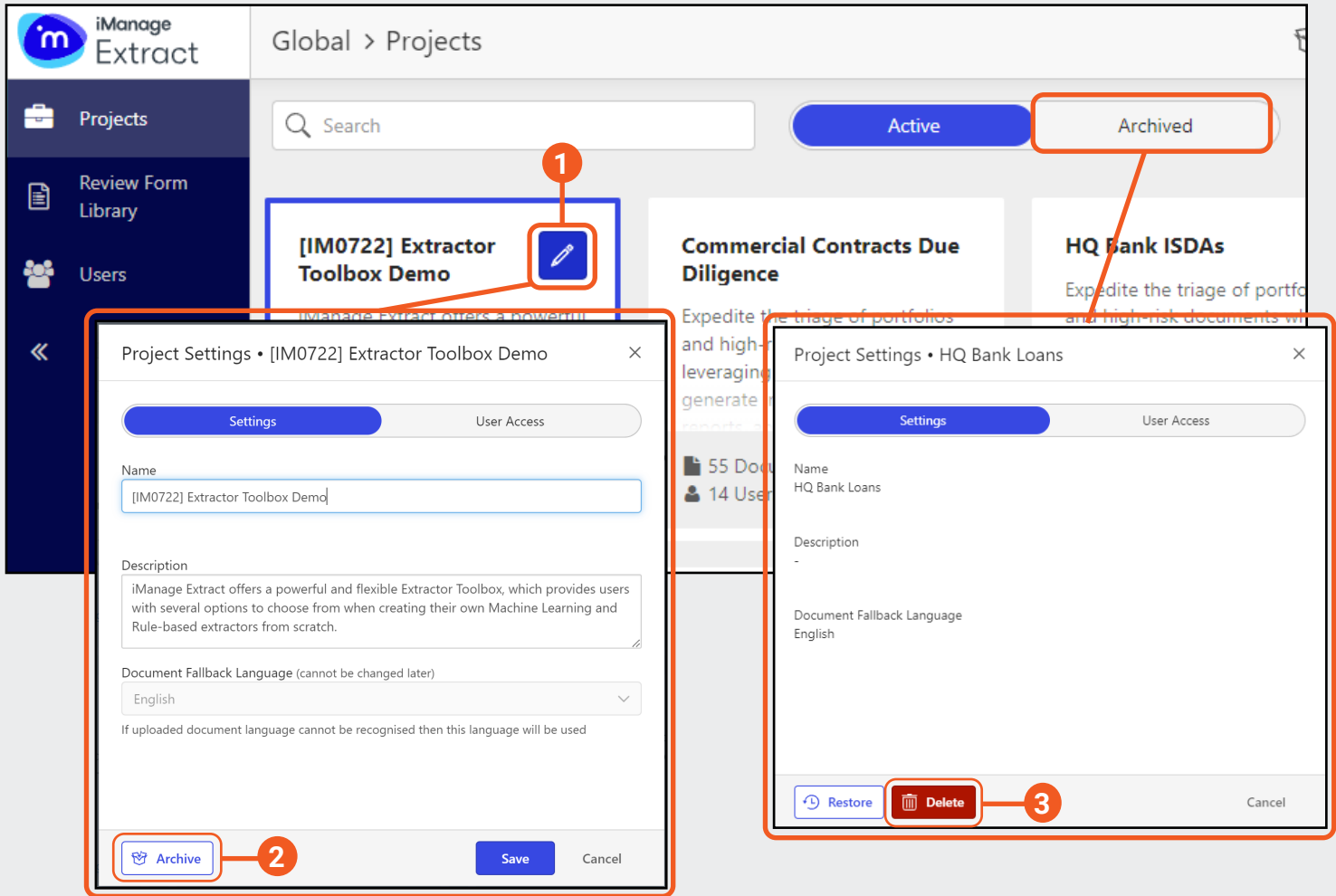
Select **Save** - the project is created. If you are an **Ingestor** or a **Superuser**, a dialog box prompts asking if you want to upload documents to the project.

**NOTE:** You can view only the projects to which you are assigned to.


When you create a new project, you are assigned to it, by default. You may, however, un-assign yourself from the project. If you un-assign yourself from a project, the project ceases to appear in your projects page.

## Creating a Project (continued)

You can edit the name and description of a project to which you are assigned to, archive and delete a project, as well as add or remove users.



### 1. Edit

Select  in the project pane where you want to edit the details. The **Project** dialog box appears where you can edit the **Name**, the **Description** and add/remove users through the **User Access** tab.

### 3. Delete

To delete a project after you have archived it, navigate to the **Archived** page, choose the project that you want to delete and select the **Delete** button.

You will need an **Admin** or a **Superuser** access to delete a project.

### 2. Archive

If you are an **Admin** or a **Superuser**, you can select **Archive** to archive a project. Archiving a project is not deleting, it simply removes the project from the **Projects** page.

To delete a project, you would need to first archive it and then proceed to deleting it.

**NOTE:** A project can be restored at any time if it has been archived, however it cannot be restored if it's been deleted.