

My Projects Version V3.10.30: 7 March 2012

Adding a project to *My Projects*:

On the home page of **iProjects** the “**My Projects**” box displays a customized list of projects that you are working on.

Click on **Projects** tab > Select **Show List** tab, to display a list of projects

Project #	Name	Client	Started	Closed	Phase	Status	ID	Internal Project?
▶ 225A	Megatowers Training	▶ Fantasy Projects	8/7/10		A Proposal	Current	11	<input type="checkbox"/>
▶ 111A	Brown Consulting - D&C	▶ iProjects Pty Ltd	3/12/11		Internal	Current	111	<input checked="" type="checkbox"/>
▶ 112A	Cadys Falls website	▶ iProjects Pty Ltd	3/12/11		Internal	Current	112	<input checked="" type="checkbox"/>
▶ 113A	PSMJ Perth inhouse early	▶ iProjects Pty Ltd	4/12/11		Internal	Current	113	<input checked="" type="checkbox"/>
▶ 114A	iProjects website >	▶ iProjects Pty Ltd	4/12/11		Internal	Current	114	<input checked="" type="checkbox"/>
▶ 115A	Book venue for Perth	▶ iProjects Pty Ltd	8/12/11		Internal	Current	115	<input checked="" type="checkbox"/>

To select a project and view the record, click on the red triangle next to the required project record. The **Details** screen will open, where you can click on the white star ☆ after the project name to select this project. A yellow star ★ indicates the project is saved under **My Projects**. You can “select” and “deselect” a project from this location.

Details | Map | Email | DDNA | Project Tea

Project ID: 11
 Project No.: 225
 Project Name: Megatowers Training Sample ★
 Project Status: Current
 Client Name: Fantasy Projects
 1 Queens Road
 Melbourne VIC 3004
 Australia
 Ph: _____

Phase: A Proposal

Discipline/Project Type

ID	Check	Title
AR	<input checked="" type="checkbox"/>	▶ Architecture

To view the selected project, click on the Home icon, to go to **My Projects** on the **Home** screen. To “deselect” a project, return to the **Contact Details** screen and click on the yellow ★. A white ☆ indicates that the project has been “deselected” and will no longer appear on the **My Projects** screen.