CMS **Projects**

> The Project feature is currently available in a beta version that needs to be activated on the website by a developer. When activated, the Projects gadget can then be added to the edit view.

Projects are useful if you are running online campaigns, to more easily handle big changes on the website, and make sure that all its parts are available to the visitors at the same time.

You can create new content or edit existing content and add them to a project, to either publish them immediately or schedule them for publishing at a specific date. Adding content to a project means that the content will be associated with it. Depending on your access rights for publishing, you will have different options available.

Creating a project and adding content

If it is the first time you use the projects feature, add the **Projects** gadget in edit view first.
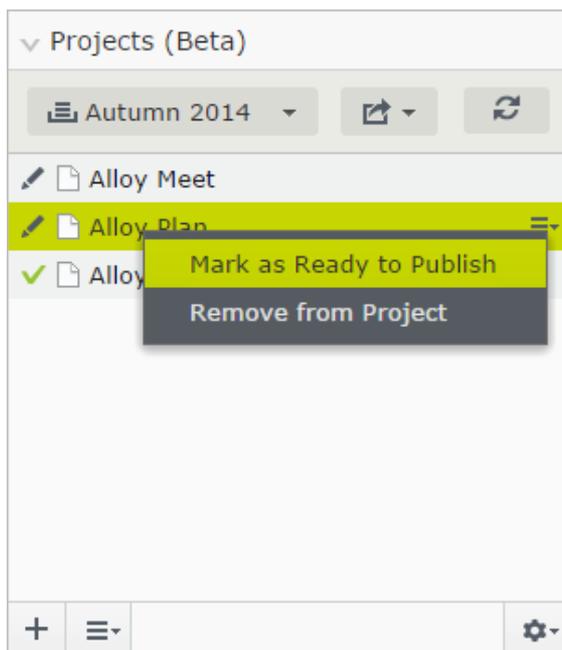
Create a new project as follows:

1. Select **New Project** (plus symbol) from the project context menu and then name the project with a unique name.

2. Add content to the project through dragging them to the highlighted area of the **Projects** gadget. If the content is in published version status, a new draft will be automatically created and added to the project. Otherwise the primary draft will be added to the project. Note that only one version of the content can be part of a project, if you try to add that version to another project you will be given the option to create a new draft and add it.

3. Work with the content and upload the media files you want to have in the project. Content items that are included in a project has the following symbol on the notification bar:

Part of project: 15
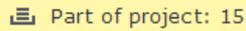
4. If you want, you can sort the content items in the project by type, name or modification date.

5. Reload the view in case someone else have added content to the project.

6. *Preview* the project as your visitors see it by clicking the project symbol under the "eye". Then you can see how the content looks all together, and you can test that links, visitor groups and media channels work as intended.

7. Set all content items in the project ready for publish.

8. Publish the project immediately by selecting **Publish Project**, or schedule for publishing later. A notification symbol might display if the project contains any errors during publishing, click to see the status messages.

> Publishing a project might override other editors' work.

> You should only use content in one project at a time to avoid version conflicts.

Removing content from a project

To remove specific content item from being a part of a project, select that project and then **Remove from Project** from the context menu.

Renaming a project

To rename a project, select that project and then **Rename Project** from the context menu.

Viewing project history

If you click the arrow of the project list, you can view the project history. Each project has an ID.
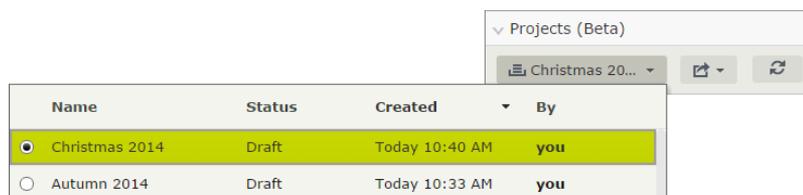
Scheduling a project for publishing

You can schedule the publishing for a project to occur at a later occasion. Set the content items ready to publish and select **Schedule Project for Publish**, and set the date and time when you want the content to be published.
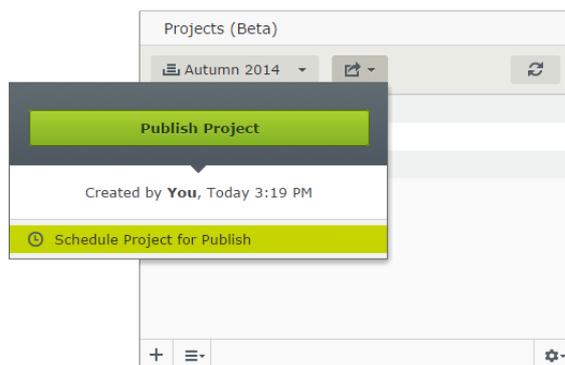
Date and time when the project will be published is shown as a notification bar. If you want to make any changes to the content in a scheduled project, you can withdraw the scheduled publishing by selecting **Remove Scheduling and Edit**. When you have made the changes, then schedule the project for publishing again.

> You can schedule individual content items in a project. This is useful if you want specific banners to display at a defined date and time during your online campaign.

Deleting a project permanently

To delete a project, select **Delete Project** from the project context menu. Confirm the deletion.

If the project has been scheduled, deletion means that the content is not associated with the project anymore. You can select whether you want to keep the scheduling of the content or delete it.

Note that the content version that has been part of a project will still have a flag in the version list after you have deleted a project.