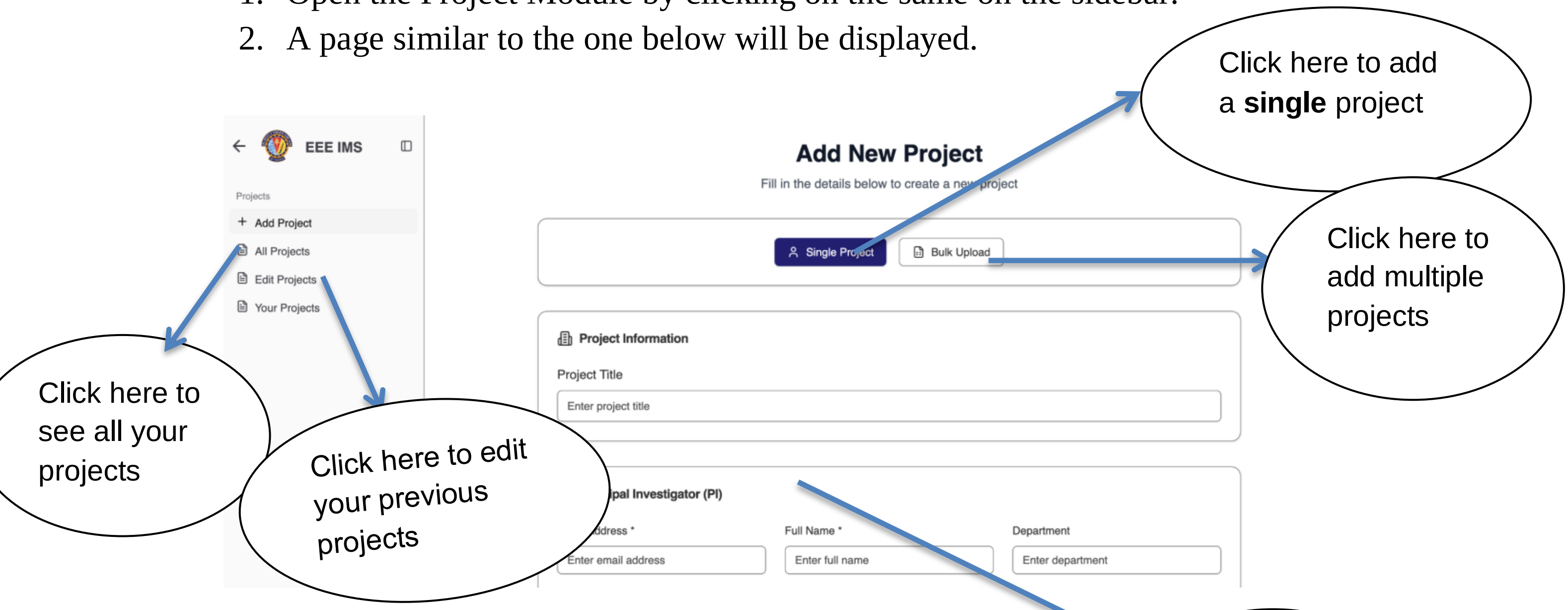
IMS EEE USER MANUAL
PROJECT

1. Open the Project Module by clicking on the same on the sidebar.
2. A page similar to the one below will be displayed.



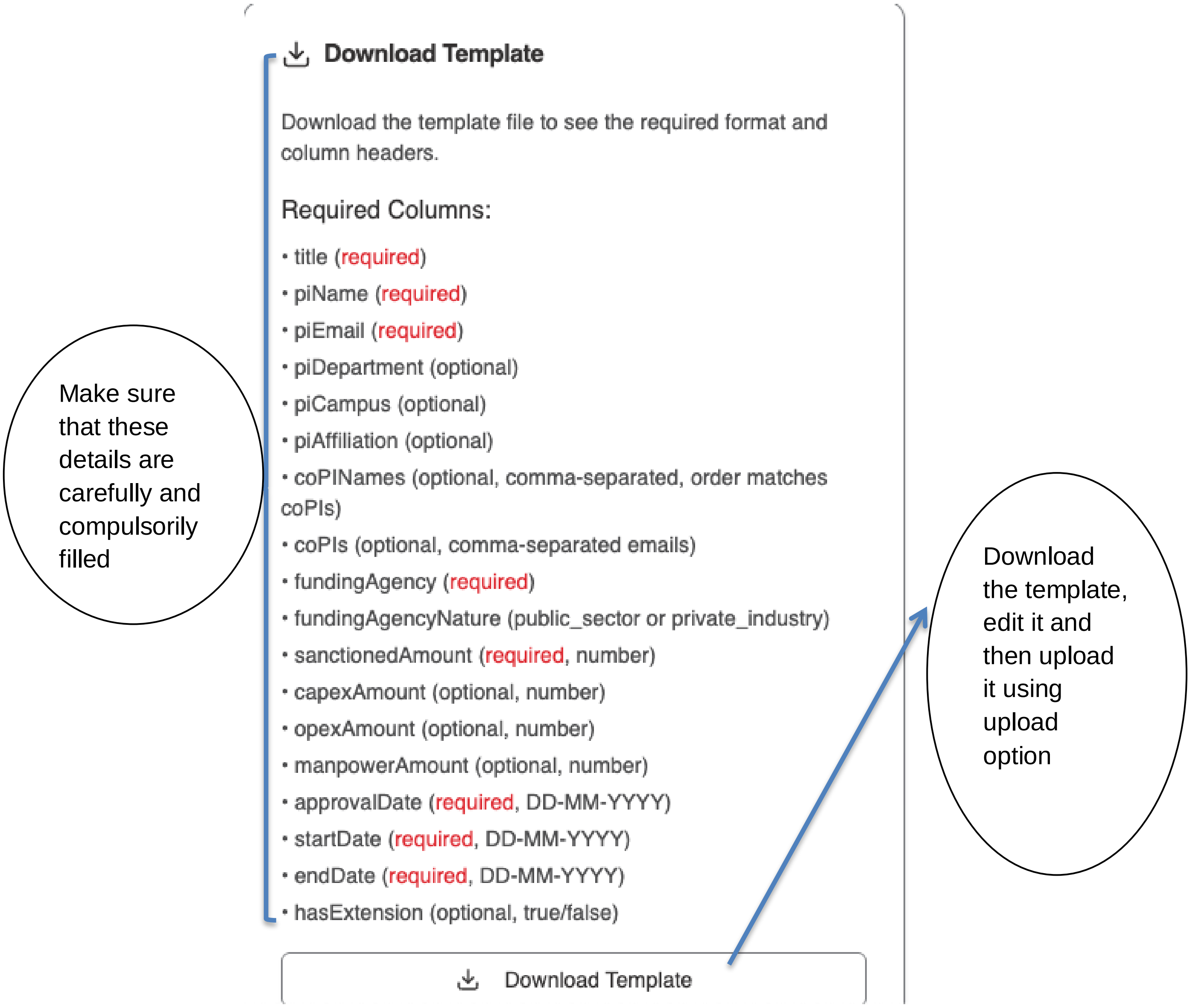
I. Adding a New Project

A. Single Project

- Click **"Add Project."**
- Enter the project title.
- Fill in PI (Principal Investigator) details.
- Fill in Co-PI (Co–Principal Investigator) details.
- Enter the funding information.
- Enter the project timeline.

B. Bulk Upload

- Click **“Bulk Upload.”**
- Download the provided template.
- Fill the Excel template file accordingly, using the given headers as reference.
- Upload the file using the feature provided. Accepted formats are **.xlsx**, **.xls**, and **.csv**.
- The required fields are marked in red, as shown below.



II. Viewing All Projects

- Click **“All Projects.”**
- Browse the project list.
- Use sorting options to organize and review entries.

III. Editing a Project

- Click the **“Edit Project”** button for the relevant project.
- Update the necessary fields.
- Save your changes.

IV. Your Projects

- Open **“Your Projects”** to view and manage projects associated with your account.