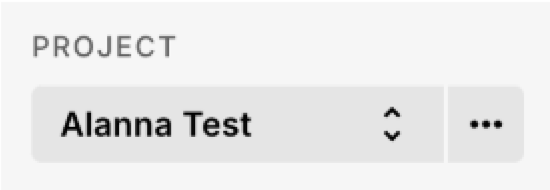
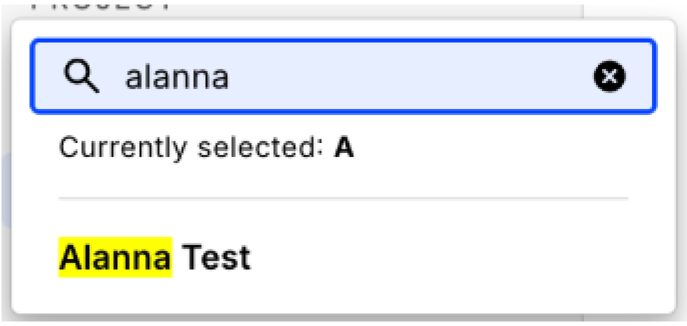
Projects

Projects allow you to group data sources and dashboards together. Projects can also be shared on a user-by-user basis so members of your team only have access to the projects they need.

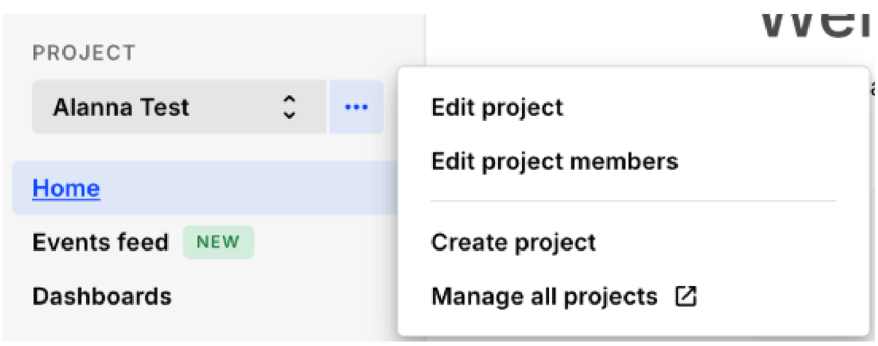
In Consumer Research's main navigation sidebar, you can create a project or access your existing projects using the Projects drop-down menu at the top of the sidebar.



If you have a number of different projects you can search for them and select them from the drop-down menu on this screen.



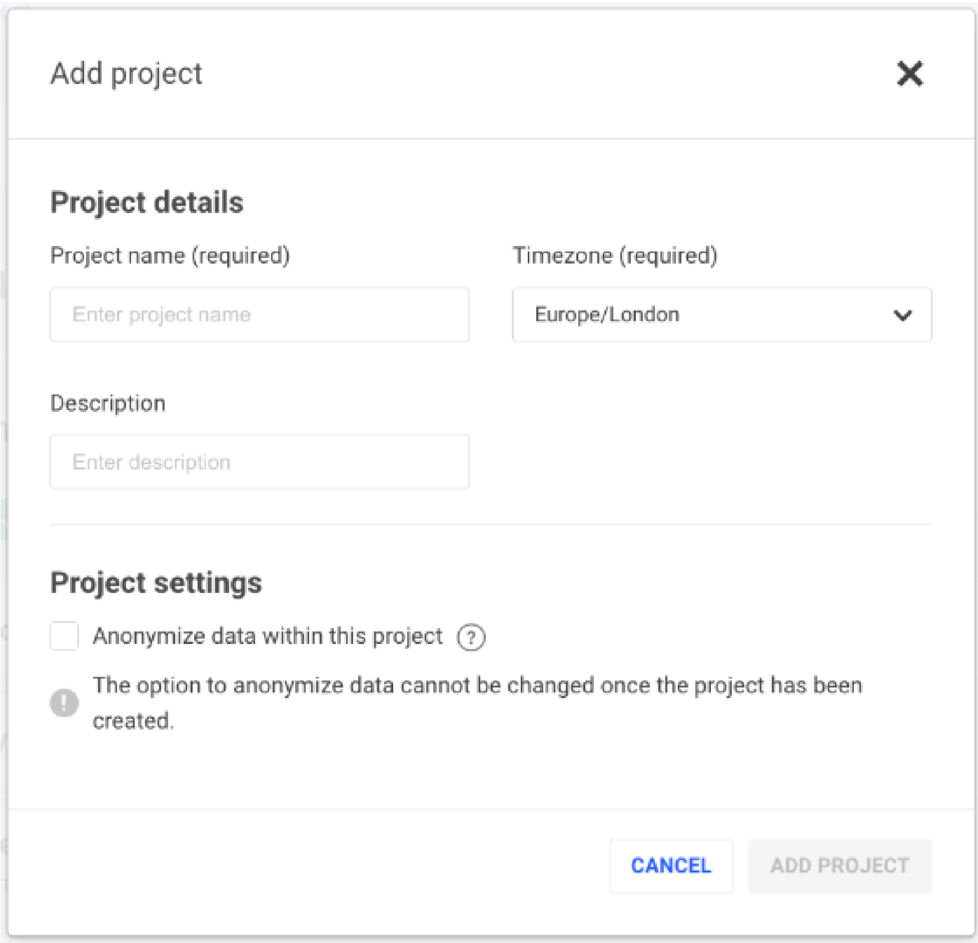
From here, you can also choose to create a new project, edit a project, or manage all your existing projects using the options via the **ellipsis (three dots) icon**.



Creating a new project

To create a new project, click the **ellipsis (three dots) icon** next to the Project drop-down menu and click **Create Project.** This will bring up the project creation window where you will be asked to provide the following details:

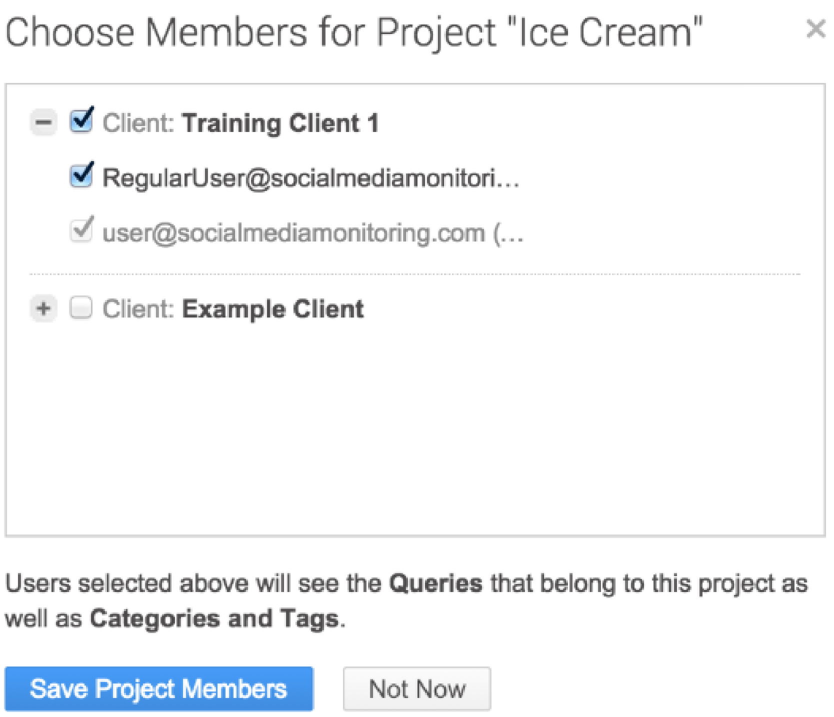
- **Project name** (the name of your project)
- **Description** (an optional description of the project)
- **Time Zone** (the time zone the project should be displayed in)
- **Project Settings:** Please see the Anonymized Projects article for more information. Anonymized projects are not available to all clients, but if there is a requirement you can request for it to be added at project level.



Sharing a project

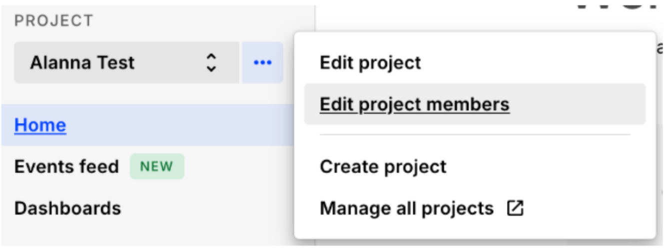
Once you have entered the required information, clicking **Add Project** will take you to the next step where you can share this project with your colleagues.

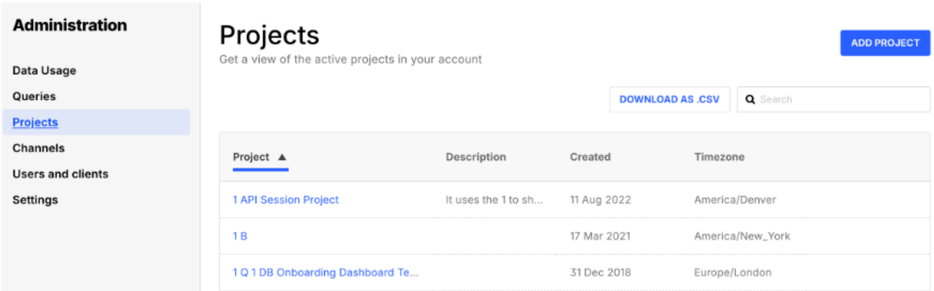
When you choose members for your project, you can expand the list to view the users available within a client by clicking on the **+ button** to the left of the client name. To select which users you wish to have access to the project, simply enable the check box to the left of the name. You can also allow whole clients access to the project this way.



Once you have selected the users you wish to share the project with, select **Save Project Members** to finalize the creation process and be taken into the project screen.

You can edit your project members at any time via the options in the Projects drop-down, by clicking the **ellipsis (three dots) icon > Edit project members**, or via the Projects menu in Consumer Research admin.





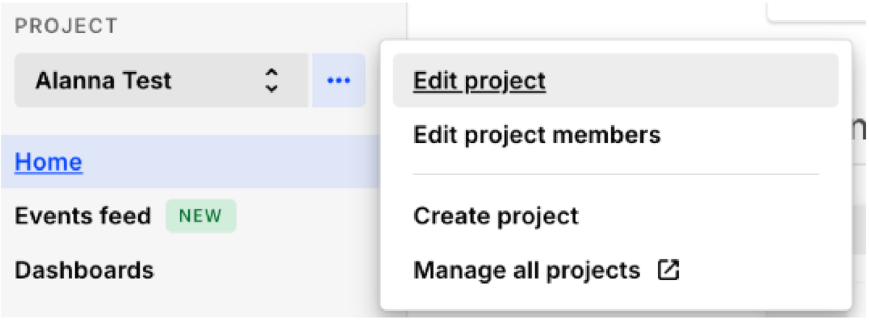
Working in a project

When you select a project, your data, dashboards, tools, reports, alerts, and related features for it will be accessible via the main navigation sidebar:

- **Data:** Queries, channels, groups, and social panels.
- **Dashboards**
- **Tools:** Categories, tags, rules, custom classifiers, site lists, location lists, author lists, and downloads.
- **Reports:** Exported dashboards, automated reports, and shared dashboard links.
- **Alerts:** Signals and custom alerts.

Use the Projects drop-down menu at any time to switch between projects, create a new project, manage your projects via Consumer Research admin.

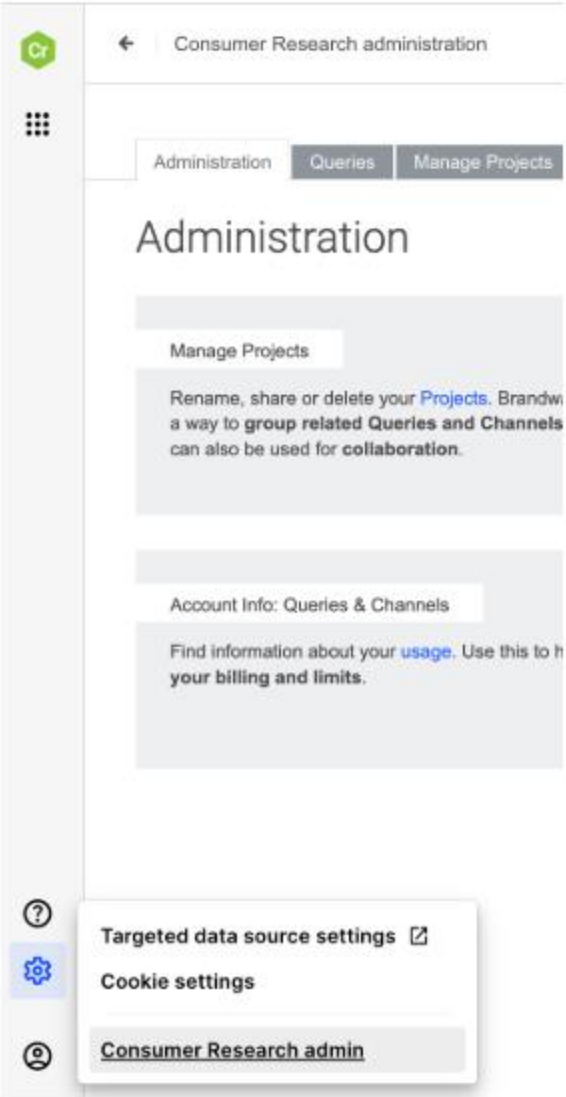
Click **Edit project** to edit your project name or timezone.



Note: *Editing the time zone for a project won't affect the query data as the data is stored as UTC and then converted.*

Managing projects

Manage existing projects within Consumer Research admin. To access Consumer Research admin, navigate to the sidebar on the left-hand side of the screen. Click the **cog icon** at the bottom of the bar and choose **Consumer Research admin**.



Follow the steps outlined in the [Managing projects] section of the Consumer Research admin article for more information.