

## Projects and Subprojects

A project is a file structure created to organize and store sample information, data, and quantitation information for one compound or a related group of compounds or analyses. (The special project, API Instrument, also contains instrument-specific data.) Each project is stored within the Analyst® software system according to a preset directory structure as outlined in [How Are Files Organized?](#) Projects can be created, copied, and opened.

A subproject contains a subset of the folders in the project. All subprojects must contain the same folders. Subprojects can be very useful for organizing your data. For example, if you are running samples of various compounds from different laboratories using the same acquisition method, you could create subprojects to store the results for each laboratory, but leave the acquisition method folder in the project. The acquisition method would then be available for use with subproject or laboratory. Alternatively, if you were running samples over a period of several weeks, you could store the results from each day in a separate subproject.

Topics in this section:

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## Working with Projects

You can use projects to organize your data. For example, you might create a new project for each compound you want to measure or for a specific period (such as a day).

Topics in this section:

[Creating a Project](#)

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## Creating a Project

You can use projects to organize your data. For example, you might create a new project for each compound you want to measure or for a specific period (such as a day).

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**Note:** You can copy a subproject from another project into a project that has existing subprojects; however, if you do so, the copied subprojects may contain folders that also exist in the project folder. When folders exist at both the project and subproject levels, the software uses the folders on the project level.

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1. Click **Tools > Project > Create Project**.
2. In the **Project name** field, type a project name.

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**Note:** If you do not create a subproject for this project now, you will not be able to do so later.

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3. If you want to use subprojects in this project, select the folders you want to store in the subprojects and then use the arrow buttons to move them to the **Subproject folders** list.
4. If you are using subprojects, in the **Subproject Name** field, enter an appropriate name for the first subproject.
5. If you want to use this project and subproject folder organization as the default for all new projects, select the **Set configuration as default for new projects** check box.  
All new projects will be created with this folder configuration as default.
6. Click **OK**.

## Deleting a Project

1. Click **Tools > Project > Select/Configure**.  
The **Configure Projects** dialog appears.

2. Select the project you want to delete.
3. To delete the entire project, in the **Projects** group, click **Delete**.
4. Click **Yes** to confirm.

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**Note:** The entire project with any subprojects is deleted and the folders are removed. However, if the project is currently active, the deletion is saved.

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## Copying a Project

Copying a project makes a copy of every aspect of the project file.

1. Click **Tools > Project > Copy Project**.  
The Project Copy dialog appears.
2. In the **Project Source Directory** field, type the source drive and directory information.
3. In the **Source Project** list, select the project to be copied.
4. In the **Project Destination Directory** field, type the drive and directory where you want to copy the files.
5. In the **Target Project** field, type the name for the copied project.
6. To copy the project, click **Copy**.

## Selecting a Project

All data files are associated with a project. If you want to access a file from another project, you must select that project first.

1. On the Analyst® software toolbar, from the project selection list, click a project.  
The name of the project appears in the toolbar.

## Setting the Root Directory for Projects

Set the root directory for a project if you want it to be stored on a particular disk drive or server.

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**Note:** To make sure that the project information is stored safely, create the root directory using the Analyst® software.

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1. Click **Tools > Project > Set Root Directory**.  
The Browse for Folder dialog appears.
2. Navigate to the directory where you want projects to be stored, and then click **OK**.

## Creating a Root Directory

Create the root directory for a project or subproject if you want it to be stored on a particular disk drive or server.

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**Note:** To make sure that the project information is stored safely, you must create the root directory using the Analyst® software.

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1. Click **Tools > Project > Create Root Directory**.
2. Click **Browse** to navigate to the correct drive and directory and then click **OK**.
3. In the **New** field, type a name for the root directory.
4. To use the created root directory, see [Setting a Root Directory for Projects](#).

## Working with Subprojects

You can use subprojects to help you organize your data. For example, you might create a new subproject for each compound you want to measure or for a specific period (such as a day).

Topics in this section:

[Creating a Subproject](#)[Deleting a Subproject](#)[Copying a Subproject](#)

## Creating a Subproject

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**Note:** You cannot create a subproject for a project that was not originally created with a subproject.

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1. On the Project toolbar, in the Project list, click the project in which you want to create a subproject.
2. Click **Tools > Project > Create Subproject**.
3. In the **Subproject** field, type a name for the subproject.
4. Click **OK**.

## Deleting a Subproject

1. Click **Tools > Project > Select/Configure**.  
The Configure Projects dialog appears.
2. Select the subproject you want to delete.
3. To delete the subproject, in the **Subprojects** group, click **Delete**.

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**Note:** If the subproject is the last subproject remaining in the project, you receive an error message indicating you cannot remove a subproject. If the subproject is currently active, the deletion is not allowed.

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## Copying a Subproject

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**Note:** You can copy a subproject from another project that has existing subprojects; however if you do so, the copied subprojects may contain folders that also exist in the project folder. When the same folders exist at both the project and subproject levels, the software uses the project level folders.

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1. Click **Tools > Project > Copy Subproject**.  
The Copy Subproject dialog appears.
2. Click **Browse** to navigate to the source subproject.
3. In the **Source Subproject** list, select the subproject to be copied.
4. Click **Browse** and then navigate to the correct drive and directory.
5. In the **Target Subproject** field, type the name for the new subproject.
6. Do one of the following:
  - I To copy all folders and files in the source subproject into the destination subproject, select the **Copy Contents** check box.
  - I To copy only the folders (in the same structure) into the destination subproject, make sure that the **Copy Contents** check box is cleared.
7. Click **Copy**.