

Add Projects and Move Content Into Them

A content resource (workbooks and data sources) can live in only project. Server and site administrators can add or remove top-level projects on a site, and move published content from one project to another. Project leaders with appropriate site roles can add or remove child projects and move content between projects on which they have Project Leader access.

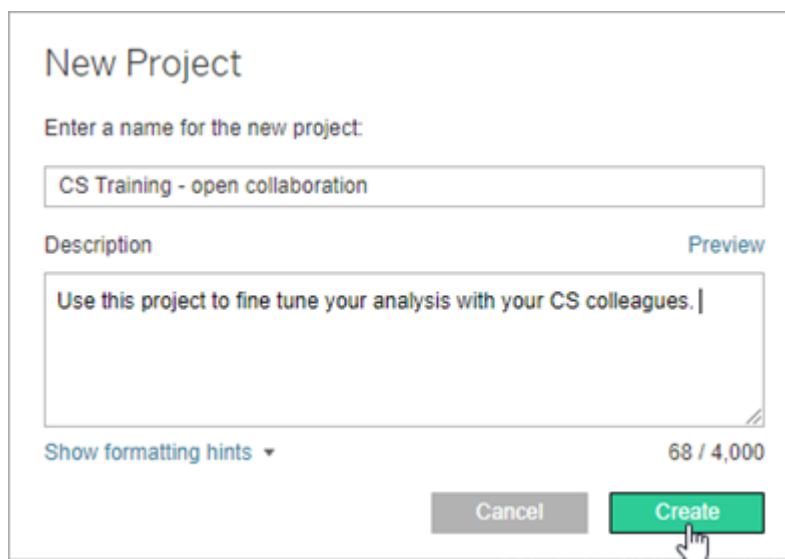
This article contains the steps for creating and moving projects. We recommend becoming familiar with the following related content as well:

- To learn about projects and when or why to use them, see [Use Projects to Manage Content Access](#)
- Before you create project hierarchies, become familiar with [Project administration](#)
- To see the specific site roles that allow full Project Leader access, see [Project-level administration](#)

[Add a top-level or child \(nested\) project](#)

1. While you're signed in to [Tableau Server] as an administrator or project leader, select the [Content] tab, and then do one of the following:
 - Select [Create] > [Project] to create a new top-level project (only administrators can do this).
 - Navigate to and open the project in which you want to create a sub-project, and then select [Create] > [Project].

If you're not sure where to find a child project, display filters, and select [Show all projects].
2. Enter a name and description for the project, and then click [Create].



You can include formatting and hyperlinks in the project description. Select **Show formatting hints** for syntax. You can also [Add a Project Image](#)

Note: To edit a project description later, select it to open it, select the information icon next to its name, and then click **Edit**.

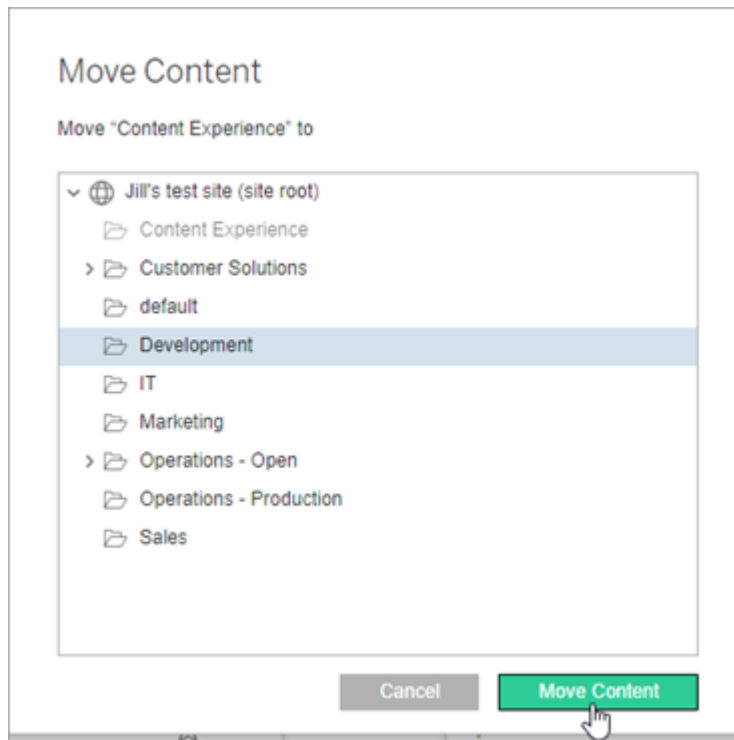
[\[icon--med-lg icon--arrow-up heading-item icon\]](#)**Move a content resource to another project**

1. On the [Content] tab, find the content resource you want to move.

If you're not sure where to find a child project, display filters, and select [Show all projects].

For other content types, you can navigate through its project hierarchy, or by selecting the content type on the [Explore] menu.

2. On the workbook's [Actions](#) menu, select [Move].
3. Select the new project for the workbook, and then click [Move Content].



Moving a project includes moving everything in it, including child projects and their content.

How moving projects affect permissions

When you move a project, Project Leader permissions adapt to the new project environment.

- When the target project hierarchy is **locked**, previous Project Leader permissions are removed, and new Project Leader permissions are granted according to those set at the top-level of the target hierarchy.
- When the target project hierarchy is **unlocked** (managed by owner), previous implicitly granted Project Leader permissions are removed, explicitly set Project Leader permissions are retained, and new Project Leader permissions are granted according to those set at the top-level of the target hierarchy.

When you move project and content, permissions may be impacted. For more information, see [Move projects and content](#).

[\[icon--med-lg icon--arrow-up heading-item icon\]{heading-item_link .print-hidden} \[#delete-project\]Delete a project](#)

When you delete a project, all of the workbooks and data sources in the project are also deleted from the site. If you want to delete a project but not its content, move the content to another project, and then delete the project.

Important

- You cannot undo deleting a project.
- Deleting a project deletes all content in it, including child projects and their content.
- You cannot delete the [Default] project.

To delete a project:

1. On the [Content] tab, find the project you want to remove.
If you're not sure where to find a child project, display filters, and select [Show all projects].
2. On the project's **Actions** ([...]) menu, select [Delete].
3. Confirm that you want to delete the project.

[\[icon--med-lg icon--arrow-up heading-item icon\]{heading-item_link .print-hidden} \[#move-perms\]Required access level for moving content](#)

Moving content is effectively like removing it from one project and publishing it to another. For non-administrators, the permissions needed on the source project are different than those needed on the destination project.

Required site role

To move content, users must have one of the following site roles:

- Server Administrator (Tableau Server only)
- Site Administrator Creator or Site Administrator Explorer
- Creator or Explorer (Can Publish)

Users with a Server Administrator or Site Administrator site role do not need any additional capabilities.

Required permissions for the project that users move content to

Non-administrators must have the [Publish] permission capability for the project that is the move destination.

Required permissions for the project that users move content from

Non-administrator users must

- Be the project owner, project leader, or content owner

OR

- Have the [Move] permission capability for the content (or, for data sources, be the data source owner).

For more information, see [Move content](#).