

Forskningsdataopbevaring i Region Hovedstaden	SOP nr.: Quickguide – Folder i projektoversigten
Udarbejdet af: Birgitte Schneider	Godkendt: Ole Jensen
Dato: 1-01-2019	Udløbsdato: 01-01-2022

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Grupper projekter i projektoversigten

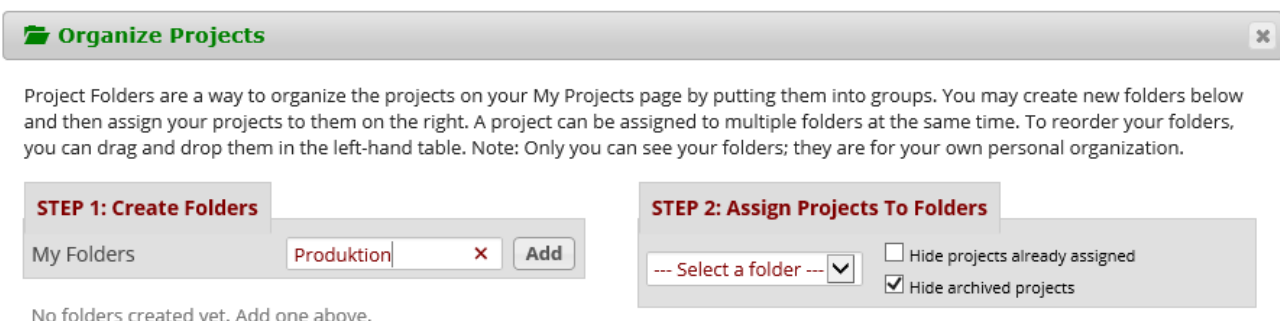
Man kan gruppere sine projekter under folder i projektoversigten under ”Organize”. Det kan med fordel anvendes, når man har mange projekter eller både projekter i status udvikling og produktion.



Project Title	Records	Fields	Instrument	Type	Status
Unorganized Projects (2)					
Forskningsprojekt navn	8	119	6 forms		
Udvikling - Forskningsprojekt navn	25	102	2 forms 3 surveys		

Opret ny folder

Klik på ” Organize”. Opret ny folder under STEP1. Skriv foldernavn under ”My folder” og klik på ”Add”



Organize Projects

Project Folders are a way to organize the projects on your My Projects page by putting them into groups. You may create new folders below and then assign your projects to them on the right. A project can be assigned to multiple folders at the same time. To reorder your folders, you can drag and drop them in the left-hand table. Note: Only you can see your folders; they are for your own personal organization.

STEP 1: Create Folders

My Folders:

No folders created yet. Add one above.

STEP 2: Assign Projects To Folders

--- Select a folder --- Hide projects already assigned
 Hide archived projects

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Editer folder

Under "Edit folder" har man mulighed for at ændre farver.

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STEP 1: Create Folders

My Folders New Folder Edit Folder

Produktion		
Udvikling		

STEP 2: Assign Projects To Folders

--- Select a folder --- Hide projects already assigned
 Hide archived projects

Edit Folder

Your new Project Folder has been created! You may now set its text color and background color. Press the Save button to save your changes.

Folder Name:

Text Color:

Background Color:

The box below is a sample of how the Project Folder will appear.

Produktion

Vælg hvilke projekter der skal ligge under en folder

Under "STEP 2" vælger man hvilke projekter der skal ligge under folderen "produktion".

Organize Projects

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STEP 1: Create Folders

My Folders New Folder Add

Produktion		
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STEP 2: Assign Projects To Folders

--- Select a folder --- Hide projects already assigned
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Produktion

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Marker de projekter, som skal ligge under folderen ”produktion”.

Organize Projects

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STEP 1: Create Folders

My Folders

Produktion		
Udvikling		

STEP 2: Assign Projects To Folders

Produktion Hide projects already assigned
 Hide archived projects

My Projects: Select projects below to add to this folder

<input checked="" type="checkbox"/>	Forskningsprojekt navn
<input type="checkbox"/>	Udvikling - Forskningsprojekt navn

Projektoversigten med folder

Projektoversigten når man f.eks. har lavet 2 folder.

Project Title	Records	Fields	Instrument	Type	Status
Produktion (1)					
Forskningsprojekt navn	8	119	6 forms		
Udvikling (1)					
Udvikling - Forskningsprojekt navn	25	102	2 forms 3 surveys		