



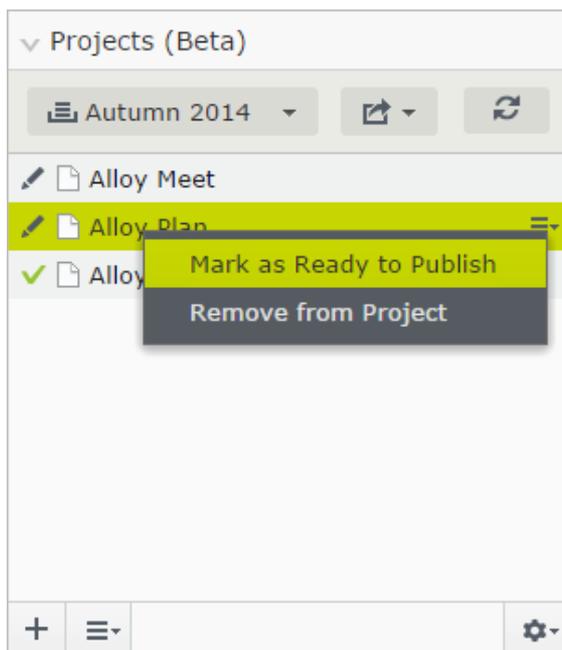
The Project feature is currently available in a beta version that needs to be activated on the website by a developer. When activated, the Projects gadget can then be added to the edit view.

Projects are useful if you are running online campaigns, to more easily handle big changes on the website, and make sure that all its parts are available to the visitors at the same time.

You can create new content or edit existing content and add them to a project, to either publish them immediately or schedule them for publishing at a specific date. Adding content to a project means that the content will be associated with it. Depending on your access rights for publishing, you will have different options available.

Creating a project and adding content

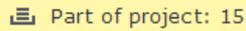
If it is the first time you use the projects feature, add the **Projects** gadget in edit view first.



Create a new project as follows:

1. Select **New Project** (plus symbol) from the project context menu and then name the project with a unique name.
2. Add content to the project through dragging them to the highlighted area of the **Projects** gadget. If the content is in published version status, a new draft will be automatically created and added to the project. Otherwise the primary draft will be added to the project. Note that only one version of the content can be part of a project, if you try to add that version to another project you will be given the option to create a new draft and add it.

3. Work with the content and upload the media files you want to have in the project. Content items that are included in a project has the following symbol on the notification bar:



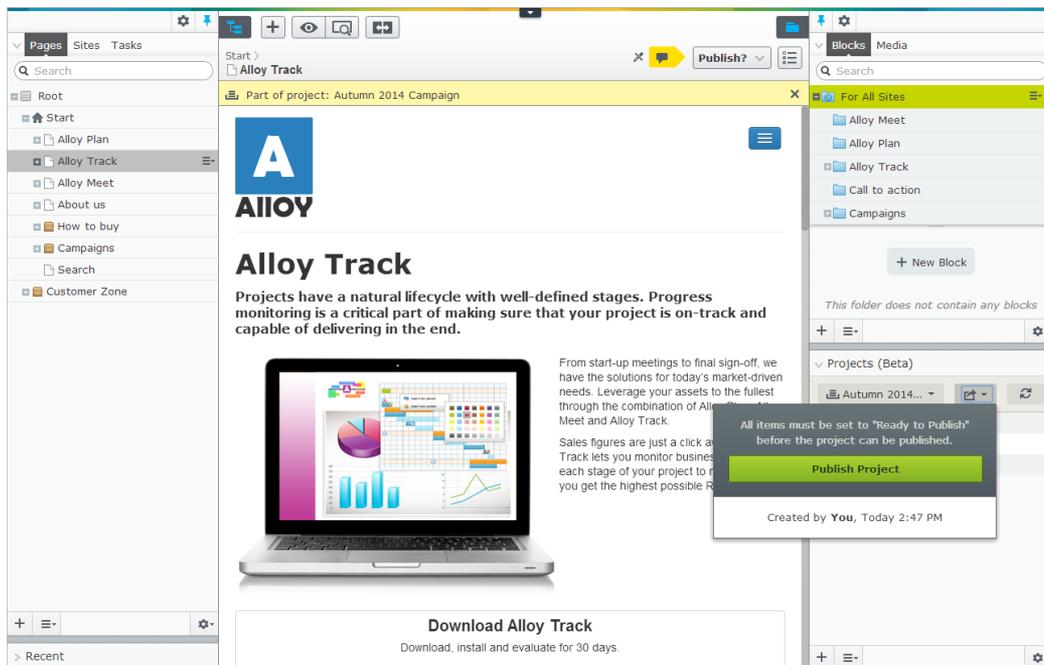
4. If you want, you can sort the content items in the project by type, name or modification date.
5. Reload the view in case someone else have added content to the project.
6. *Preview* the project as your visitors see it by clicking the project symbol under the “eye”. Then you can see how the content looks all together, and you can test that links, visitor groups and media channels work as intended.
7. Set all content items in the project ready for publish.
8. Publish the project immediately by selecting **Publish Project**, or schedule for publishing later. A notification symbol might display if the project contains any errors during publishing, click to see the status messages.



Publishing a project might override other editors' work.



You should only use content in one project at a time to avoid version conflicts.



The screenshot shows the Alloy Track web interface. On the left is a navigation menu with items like 'Start', 'Alloy Plan', 'Alloy Track', 'Alloy Meet', 'About us', 'How to buy', 'Campaigns', 'Search', and 'Customer Zone'. The main content area features the Alloy Track logo and a heading 'Alloy Track' followed by a paragraph: 'Projects have a natural lifecycle with well-defined stages. Progress monitoring is a critical part of making sure that your project is on-track and capable of delivering in the end.' Below this is an image of a laptop displaying a dashboard with charts and graphs. To the right of the laptop is a text block starting with 'From start-up meetings to final sign-off, we have the solutions for today's market-driven needs...' and another starting with 'Sales figures are just a click away...'. At the bottom of the main content area is a 'Download Alloy Track' button with the text 'Download, install and evaluate for 30 days.' On the right side, there is a 'Blocks Media' panel with a search bar and a list of blocks including 'Alloy Meet', 'Alloy Plan', 'Alloy Track', 'Call to action', and 'Campaigns'. A 'Publish Project' button is visible in the top right corner of the interface. A modal dialog box is open in the foreground, displaying the message: 'All items must be set to "Ready to Publish" before the project can be published.' with a green 'Publish Project' button and 'Created by You, Today 2:47 PM'.

Removing content from a project

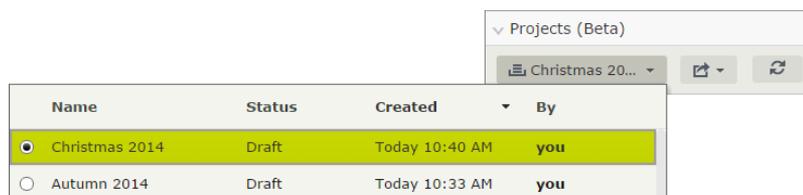
To remove specific content item from being a part of a project, select that project and then **Remove from Project** from the context menu.

Renaming a project

To rename a project, select that project and then **Rename Project** from the context menu.

Viewing project history

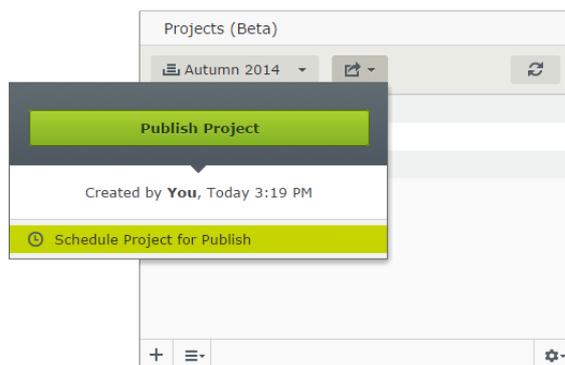
If you click the arrow of the project list, you can view the project history. Each project has an ID.



Name	Status	Created	By
<input checked="" type="radio"/> Christmas 2014	Draft	Today 10:40 AM	you
<input type="radio"/> Autumn 2014	Draft	Today 10:33 AM	you

Scheduling a project for publishing

You can schedule the publishing for a project to occur at a later occasion. Set the content items ready to publish and select **Schedule Project for Publish**, and set the date and time when you want the content to be published.



Date and time when the project will be published is shown as a notification bar. If you want to make any changes to the content in a scheduled project, you can withdraw the scheduled publishing by selecting **Remove Scheduling and Edit**. When you have made the changes, then schedule the project for publishing again.

i You can schedule individual content items in a project. This is useful if you want specific banners to display at a defined date and time during your online campaign.

Deleting a project permanently

To delete a project, select **Delete Project** from the project context menu. Confirm the deletion.

If the project has been scheduled, deletion means that the content is not associated with the project anymore. You can select whether you want to keep the scheduling of the content or delete it.



Note that the content version that has been part of a project will still have a flag in the version list after you have deleted a project.