



Projects List View

Projects list view gives a quick snapshot of all the projects that you are part of. Users can see the status of the project, start and end date, planned and actual costs, budget details and more. The fields displayed can be customized to show custom fields or even disable fields.

Benefits

- Track, sort and filter projects based on your requirements
- Edit existing projects
- Export Projects
- Inline edit project fields
- Archive or trash projects

All Projects

This section lists all your projects in the portal. By default, you will see all the active Projects.

1. Click the **Projects** tab in the left navigation panel.
2. View all the active projects in your portal.

Edit a Project

1. Click Projects in the left navigation panel.
2. Hover over a project.
3. Click **•••** or right-click and select the **Edit** option from the context menu.
4. Update the necessary fields. The changes will be saved automatically

The screenshot shows the BugTracker interface. On the left, a navigation sidebar lists various actions, with 'Edit Project' highlighted in red. The main content area is titled 'Projects' and shows a list of 130 projects. The table has the following columns: #, Project Name, %, Status, Created By, Start Date, End Date, and Created On. The project PR-555, named 'RFP', has its 'End Date' field (02/03/2024) highlighted with a red box. At the bottom right, there is a pagination control showing 'Total Count: 130 | 25 Records Per Page | 1-25'.

#	Project Name	%	Status	Created By	Start Date	End Date	Created On
PR-583	Automobile Spare Manufacturing	0%	Approved	Monica Hemswr	01/09/2024	01/07/2025	01/09/2024 08:36 I
PR-581	Sales Planning	0%	Approved	Monica Hemswr	01/08/2024	03/08/2024	01/08/2024 07:39 I
PR-578	Wedding Planner	0%	Approved	Monica Hemswr	01/08/2024	03/08/2024	01/08/2024 06:17 I
PR-570	Social Media Project	0%	Approved	Monica Hemswr			01/04/2024 07:26 I
PR-569	Digital Marketing	0%	Approved	Monica Hemswr	01/04/2024	03/04/2024	01/04/2024 07:20 I
PR-568	Retail Store	0%	Approved	Monica Hemswr	01/04/2024	02/13/2024	01/04/2024 06:57 I
PR-567	Automobile Spare Manufacturing	0%	Approved	Monica Hemswr	01/04/2024	01/02/2025	01/04/2024 06:54 I
PR-563	SEO	0%	Approved	Monica Hemswr	01/04/2024	03/04/2024	01/04/2024 06:50 I
PR-561	Travel	0%	Approved	Monica Hemswr	01/04/2024	02/03/2024	01/04/2024 06:47 I
PR-555	RFP	0%	Approved	Monica Hemswr	01/04/2024	02/03/2024	01/04/2024 06:40 I
PR-552	Automobile Spare Manufacturing	0%	Approved	Monica Hemswr	01/04/2024	01/02/2025	01/04/2024 06:33 I
PR-551	Sales Planning	0%	Approved	Monica Hemswr	01/04/2024	03/04/2024	01/04/2024 06:32 I
PR-547	Automobile Spare Manufacturing	0%	Approved	Monica Hemswr	01/04/2024	01/02/2025	01/04/2024 06:20 I



- Project fields can be edited inline. Click on a field in the list view to edit it.
- The *Billing Method* field cannot be edited if an invoice already exists for the project

If you are unable to generate an invoice after updating the project billing to staff hours, delete the old invoices and create a new one.

Hide Project Column

1. Click Projects in the left navigation panel.
2. Hover over the column name which you would like to hide.
3. Right-click and select Hide Column from the context menu.

The screenshot shows the BugTracker interface with the 'Projects' section active. A table lists various projects, and a context menu is open over the 'Owner' column header, showing options like 'Apply Filter', 'Insert Column Before', 'Insert Column After', and 'Hide Column'.

ID	Project Name	Owner	Project Gr	%	Status	
PR-631	Retail Store Work	Hemsworth M		0%	On Hold	07
PR-620	Donnelly Constructions	Hemsworth M		0%	On Hold	24
PR-611	Website Development 2024	Hemsworth M		0%	On Hold	27
PR-592	Manufacturing	Hemsworth M		0%	On Hold	05
PR-567	Automobile Spare Manufact...	Hemsworth Monica	Ungrouped Proj	0%	On Hold	02
PR-382	IIM-K	Linda	Ungrouped Proj	0%	On Hold	09
PR-298	Zylker Coffee Shop	Vargas Eduardo	Construction Prc	0%	On Hold	25
PR-208	Century Luna Builders	Collins Helen	Finance Projects	0%	On Hold	05
PR-83	Development of Prototype	Collins Helen	SAP Module	0%	On Hold	06
PR-34	SAP Phase III	Hemsworth Monica	Ungrouped Proj	12%	On Hold	11/

Total Count: 10 | 1-10

Add Column

1. Click **Projects** in the left navigation panel.
2. Click Add column in the upper-right corner.
3. Hover over the field that you would like to add as a column.
4. Click Add.

Archived Projects Listing

This section lists the projects that have been archived.

1. Click **Projects** in the left navigation panel.
2. Go to the **Archived Projects** tab.

ID	Project Name	Owner	Project Gr...	%	Status	
PR-684	Construction	Hemsworth Monica	Ungrouped Proj	0%	Approved	15
PR-670	Demo	Lee Tom	Ungrouped Proj	0%	Approved	
PR-641	Check Dam Design	Hemsworth Monica	Ungrouped Proj	0%	Approved	
PR-625	Donnelly Constructions	Hemsworth Monica	Ungrouped Proj	0%	To be tested	22
PR-502	milestone amount	Hemsworth Monica	Ungrouped Proj	0%	Approved	
PR-446	Zylker 6.2.1	Hemsworth Monica	Ungrouped Proj	0%	Completed	
PR-440	Construction Project phase2	I Maria Priyadharsini	Ungrouped Proj	0%	Completed	23
PR-436	TestProjectbugprefix1	Lee Tom	Ungrouped Proj	0%	Completed	
PR-435	nameoup1	Lee Tom	Ungrouped Proj	0%	Completed	
PR-434	multiselectfied	Lee Tom	Ungrouped Proj	0%	Completed	
PR-433	Projj1	Lee Tom	Ungrouped Proj	0%	Completed	
PR-432	Projj1	Lee Tom	Ungrouped Proj	0%	Completed	

Total Count: 83 | 25 Records Per Page | 1-25

Archive a Project

1. Navigate to **Projects** in the left navigation panel.
2. Hover over a project.
3. Click **...** or right-click and select the **Move to Archive** option.

When you archive a project, it will be moved to the **Archived Projects** section. You can archive and unarchive projects.

Trash a Project

1. Navigate to **Projects** in the left navigation panel.
2. Hover over a project.
3. Click **...** or right-click and select **Trash Project**.
4. Confirm your action.

Trashed projects can be recovered within 30 days.

Trashed Projects

Projects in the trash can be [recovered within 30 days](#). The projects will be permanently deleted after this time frame. Projects can also be manually deleted from the *Trashed Projects* view. This action is permanent.

Restore Projects

1. Click **Projects** in the left navigation panel.
2. Click on the project view drop-down

3. Select **Trashed Projects**.
4. Hover over your project.
5. Click restore icon (↶) to move the project to it's original destination (either archived or active projects).

Delete Projects

1. Click **Projects** in the left navigation panel.
2. Click on the project view drop-down
3. Select **Trashed Projects**.
4. Hover over your project.
5. Click  to delete the project permanently.

View Project Budget

View your planned versus actual cost and cost variance details in the project list view. You can view this only if budget is enabled in the setup page. If your project is based on hours then Hours Remaining column shows the difference between planned and actual hours or if it is based on the amount then Cost Variance column highlights the difference in planned and actual cost. Also, you can choose the columns to be displayed by clicking. [Learn more](#) about creating a budget.

 Apply filters on the top right tab to view the projects which are budget at risk, overrun, or surplus.

Export Projects

Users can export projects from the list view.

1. Click the **Projects** tab in the left navigation panel.
2. Click **•••** in the upper-right corner and click Export Projects.
3. Select the file type (XLSX or CSV).
4. Select the fields that need to be exported.
5. Click **Export**.

BugTracker | Projects

Active Projects | Project Templates | Project Groups | **Archived Projects**

Archived Projects

ID	Project Name	Owner	Project Gr...	Progress	Status
PR-684	Construction	Hemsworth Monica	Ungrouped Proj...	0%	Approved
PR-670	Demo	Lee Tom	Ungrouped Proj...	0%	To be tested
PR-641	Check Dam Design	Hemsworth Monica	Ungrouped Proj...	0%	Approved
PR-625	Donnelly Constructions	Hemsworth Monica	Ungrouped Proj...	0%	Completed
PR-502	milestone amount	Hemsworth Monica	Ungrouped Proj...	0%	Completed
PR-446	Zylker 6.2.1	Hemsworth Monica	Ungrouped Proj...	0%	Completed
PR-440	Construction Project phase2	I Maria Priyadharsini	Ungrouped Proj...	0%	Completed
PR-436	TestProjectbugprefix1	Lee Tom	Ungrouped Proj...	0%	Completed
PR-435	nameoup1	Lee Tom	Ungrouped Proj...	0%	Completed
PR-434	multiselectfied	Lee Tom	Ungrouped Proj...	0%	Completed
PR-433	Projj1	Lee Tom	Ungrouped Proj...	0%	Completed
PR-432	Projj1	Lee Tom	Ungrouped Proj...	0%	Completed

Total Count: 83 | 25 Records Per Page | 1-25

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