Create a Project

Create a new project on the **Home** page.

1. Click **Create Project** on the **Projects** panel.



2. Complete the **Project Name** and **Description** fields.
3. Click **Create Project** on the **Crate Projects** panel.

The **Details** page opens.

4. Add details to the project, including **Details**, **Work Activities**, **Related Contracts**, **Asset Details**, **Financials**, **Related Projects**, **Comments**, and **Universal Custom Fields**.

5. Click **Save** in the upper-right corner.

6. To add attachments for the project, click **Attachments** from the toolbar.

The **Attachments** page opens. Attachments can be added on the page.
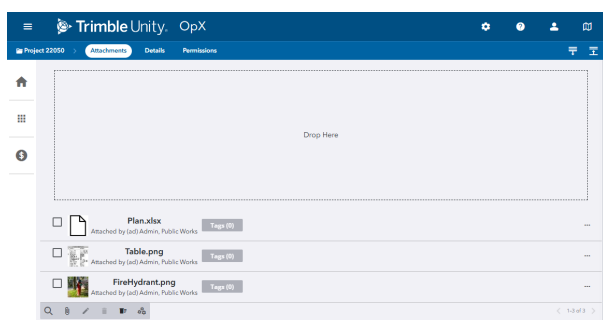
7. To add permissions for the project, click **Permissions** on the toolbar.

The **Permissions** page opens. Permissions can be managed on the page.