

Easy Organizer Suite™ easyProjects Organizer™ Module

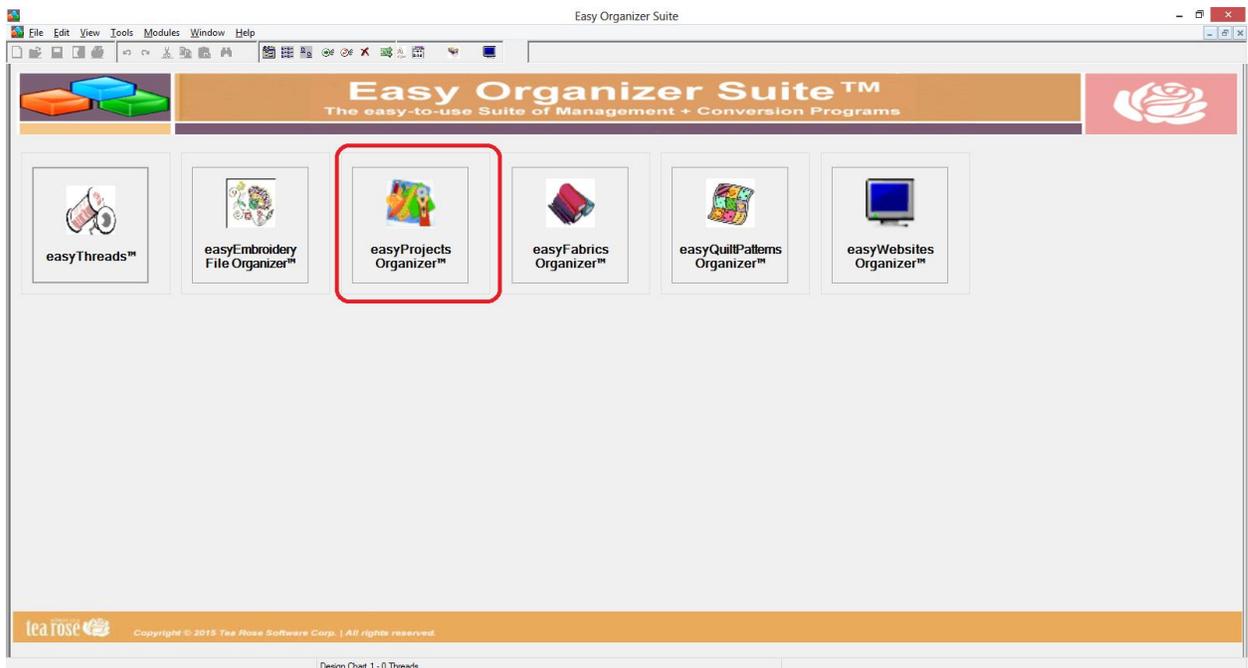
How to Work With the Projects System Table

Welcome to the **easyProjects Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyProjects Organizer™** Module and by the end of the series you will be an expert!

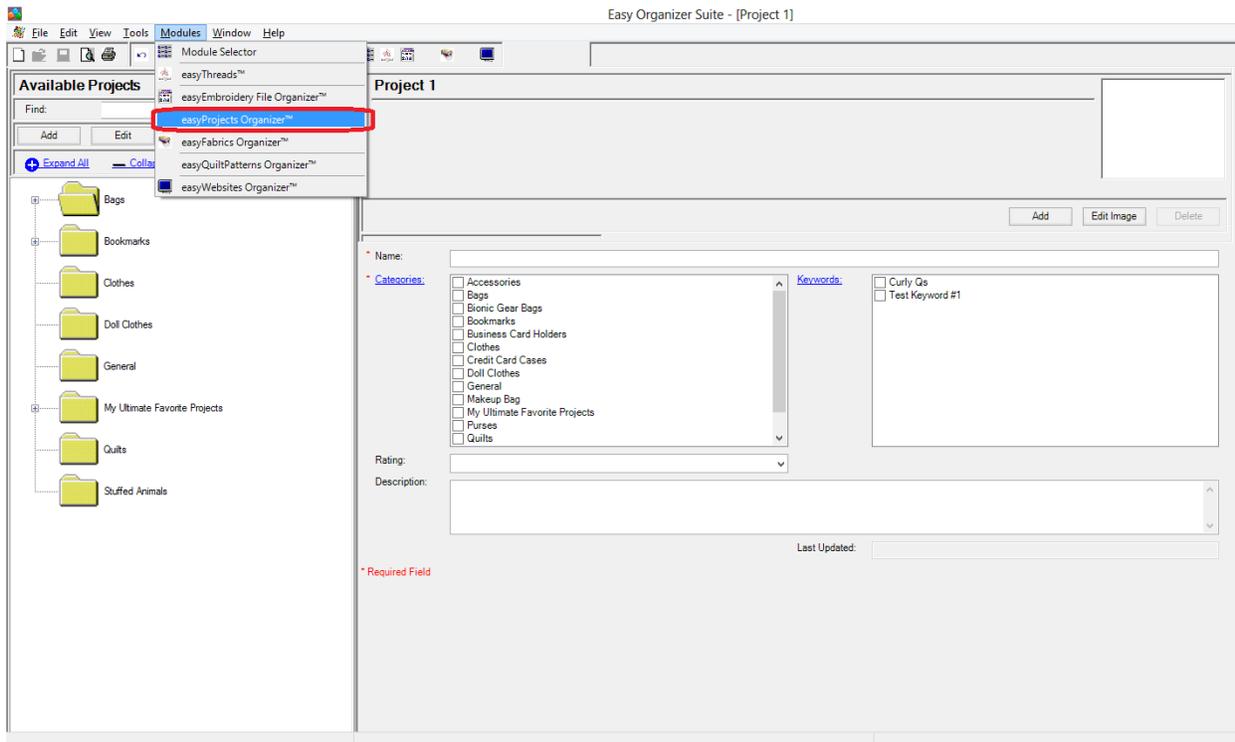
You can view all of the projects in the system. You can add new projects, change the existing values of projects, or delete the projects.

Opening the Projects System Table

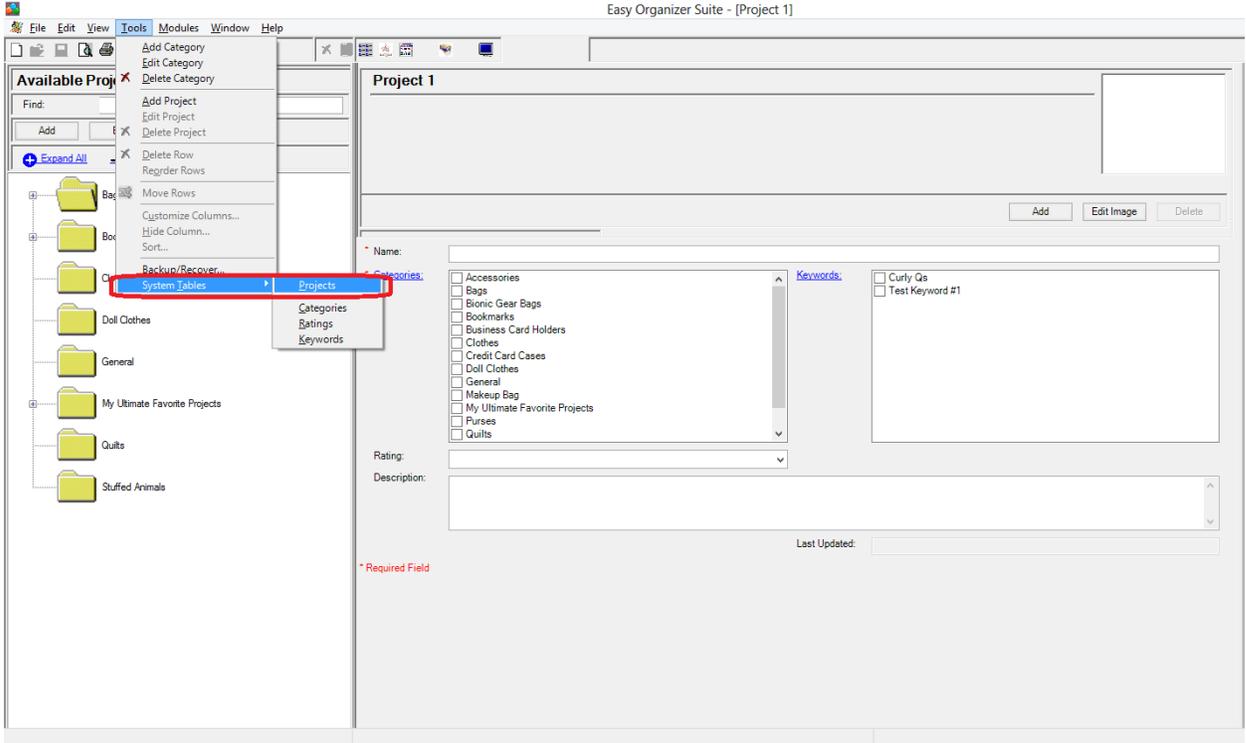
1. To begin, open **Easy Organizer Suite™** and select the **easyProjects Organizer™** Module from the Module Selector.



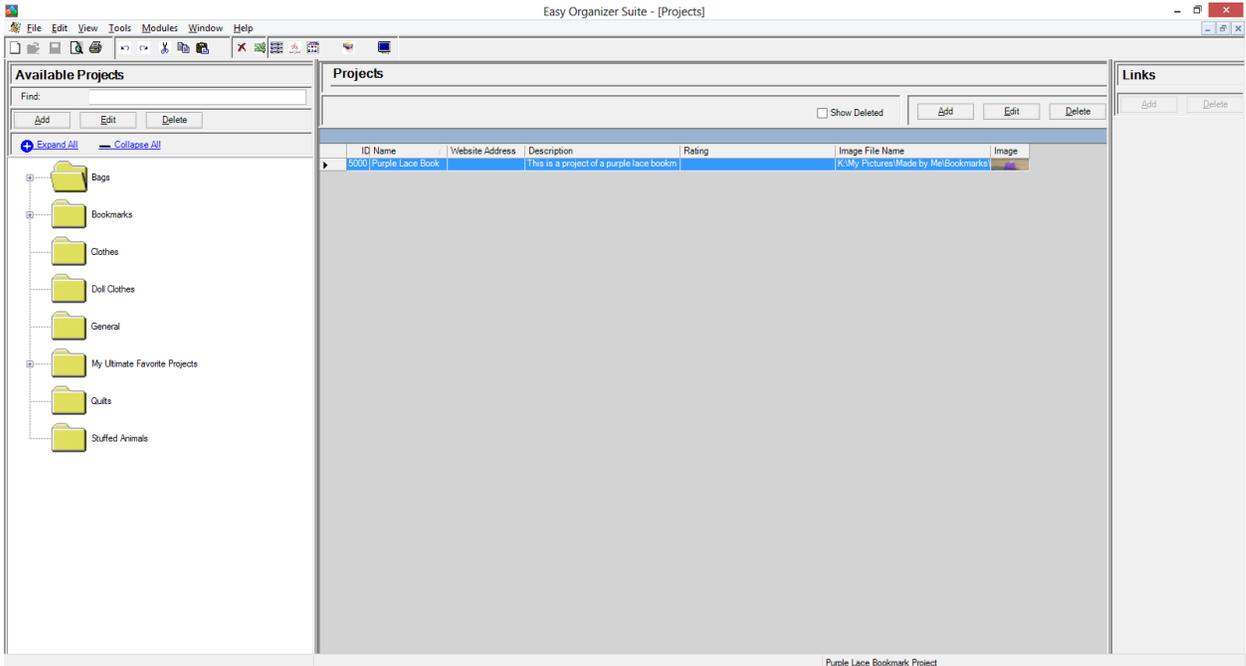
2. If you are in another module, select Modules → easyProjects Organizer™ from the menu, or you can click on the **easyProjects Organizer™** icon in the toolbar.



3. To view the Projects System Table, select Tools → System Tables → Projects from the menu.

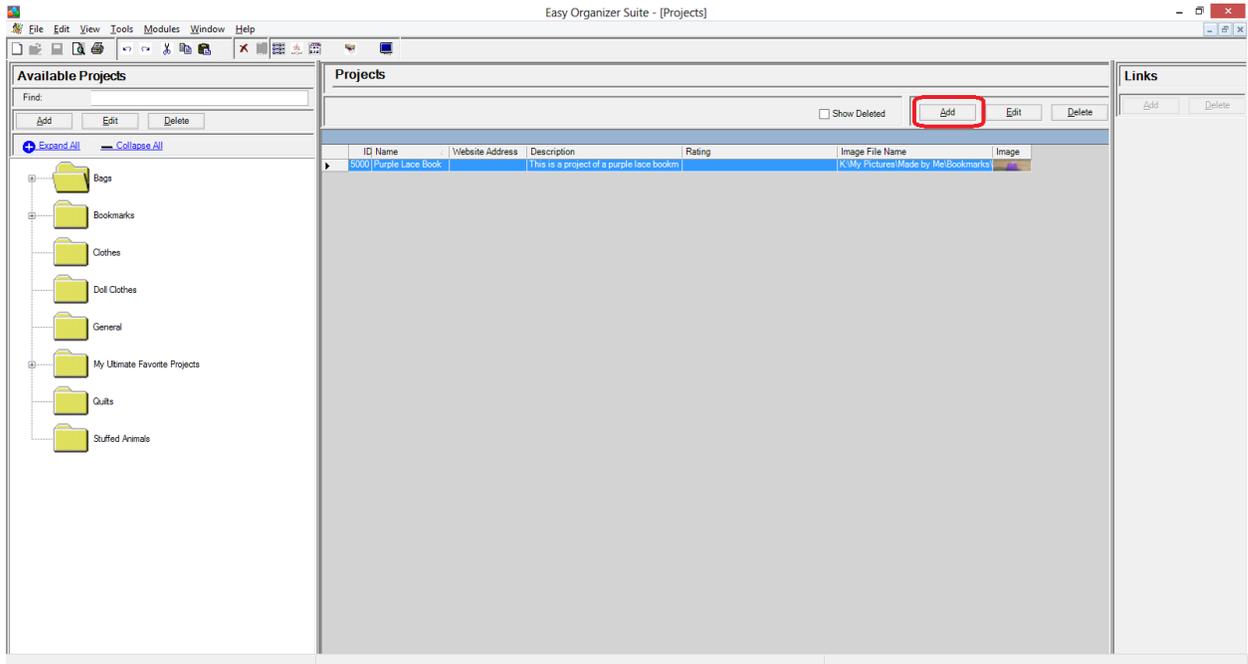


4. The Projects System Table Chart will open.



Adding a New Project

5. To add a new project, click on the Add button.

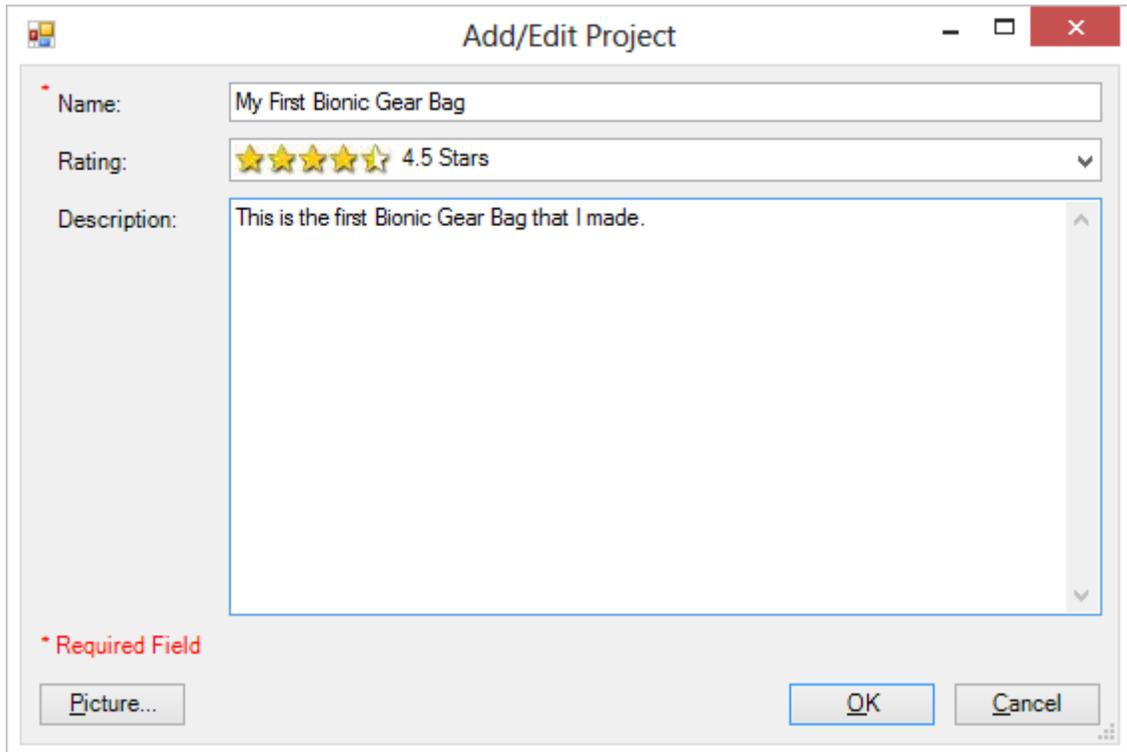


6. The Add Project form will open. You can enter the information about the new project in this form.

The screenshot shows a dialog box titled "Add/Edit Project". The dialog has a standard Windows-style title bar with a close button. The main area contains three input fields: "Name:" (a text box with a red asterisk indicating it is required), "Rating:" (a dropdown menu), and "Description:" (a large text area). At the bottom left, there is a "Picture..." button. At the bottom right, there are "OK" and "Cancel" buttons. A red asterisk and the text "* Required Field" are located at the bottom left of the form area.

7. Enter the information about the new project and then click on the OK button. For this lesson, we'll enter this information:

Name: My First Bionic Gear Bag
Rating: 4.5 Stars
Description: This is the first Bionic Gear Bag that I made.



The screenshot shows a dialog box titled "Add/Edit Project" with a standard Windows window title bar (minimize, maximize, close buttons). The dialog contains three main input fields:

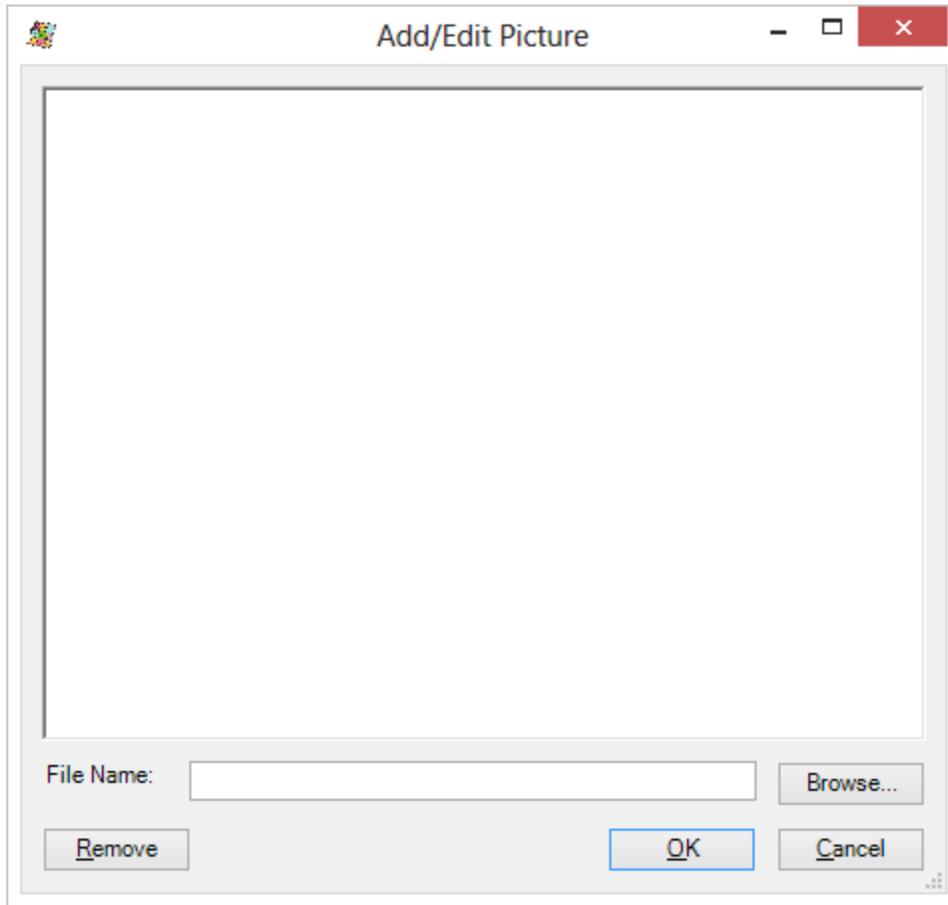
- Name:** A text box containing "My First Bionic Gear Bag".
- Rating:** A dropdown menu showing "4.5 Stars" with a visual representation of four and a half stars.
- Description:** A large text area containing "This is the first Bionic Gear Bag that I made." with a vertical scrollbar on the right.

At the bottom left, there is a red asterisk and the text "* Required Field". Below this, there is a "Picture..." button. At the bottom right, there are "OK" and "Cancel" buttons. A small help icon (three dots) is visible in the bottom right corner of the dialog.

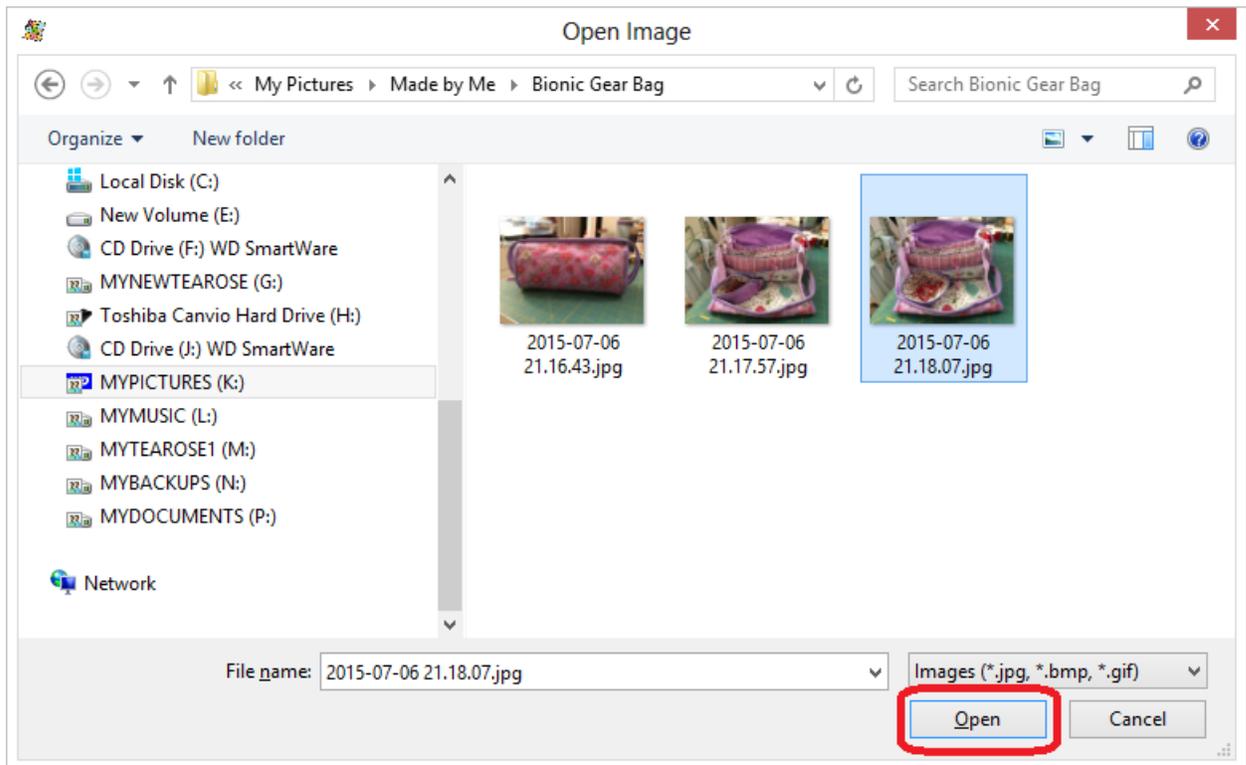
8. Click on the Picture button to open the Add/Edit Picture Form.

The image shows a software dialog box titled "Add/Edit Project". It contains three main input fields: "Name" with the text "My First Bionic Gear Bag", "Rating" with a star rating of 4.5 and the text "4.5 Stars", and "Description" with the text "This is the first Bionic Gear Bag that I made.". At the bottom left, there is a "Picture..." button which is highlighted with a red rectangular box. Above this button, the text "* Required Field" is displayed in red. At the bottom right, there are "OK" and "Cancel" buttons.

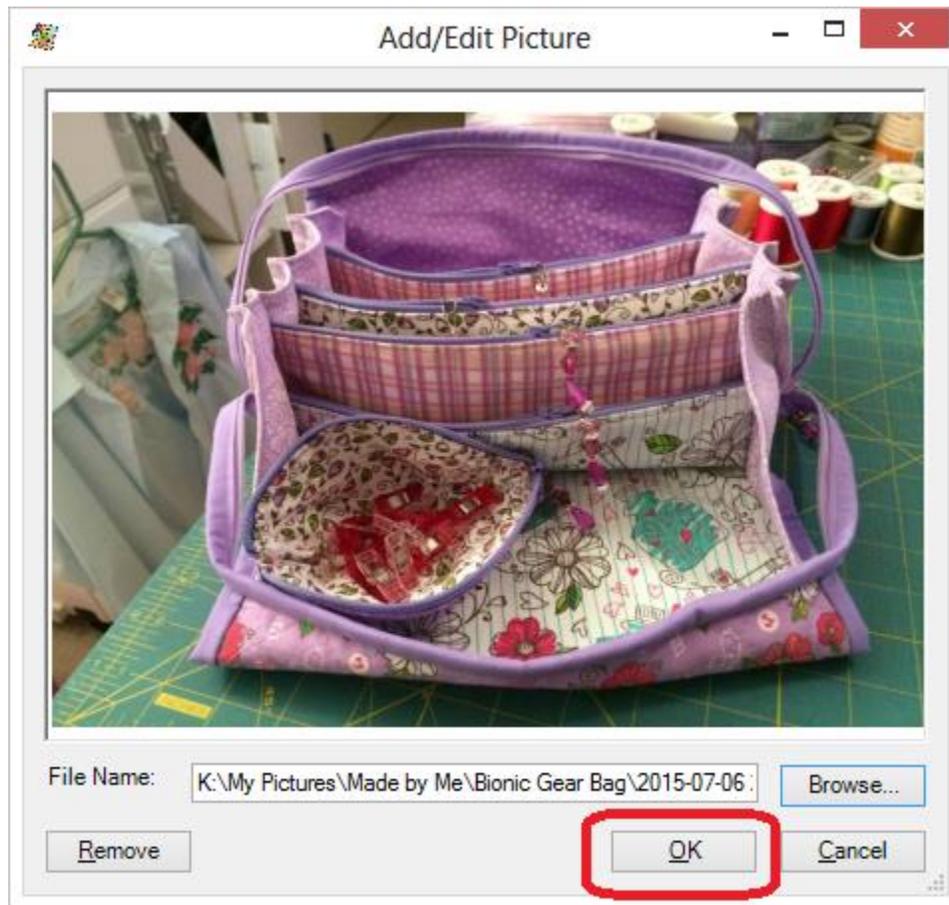
9. The Add/Edit Picture form will open.



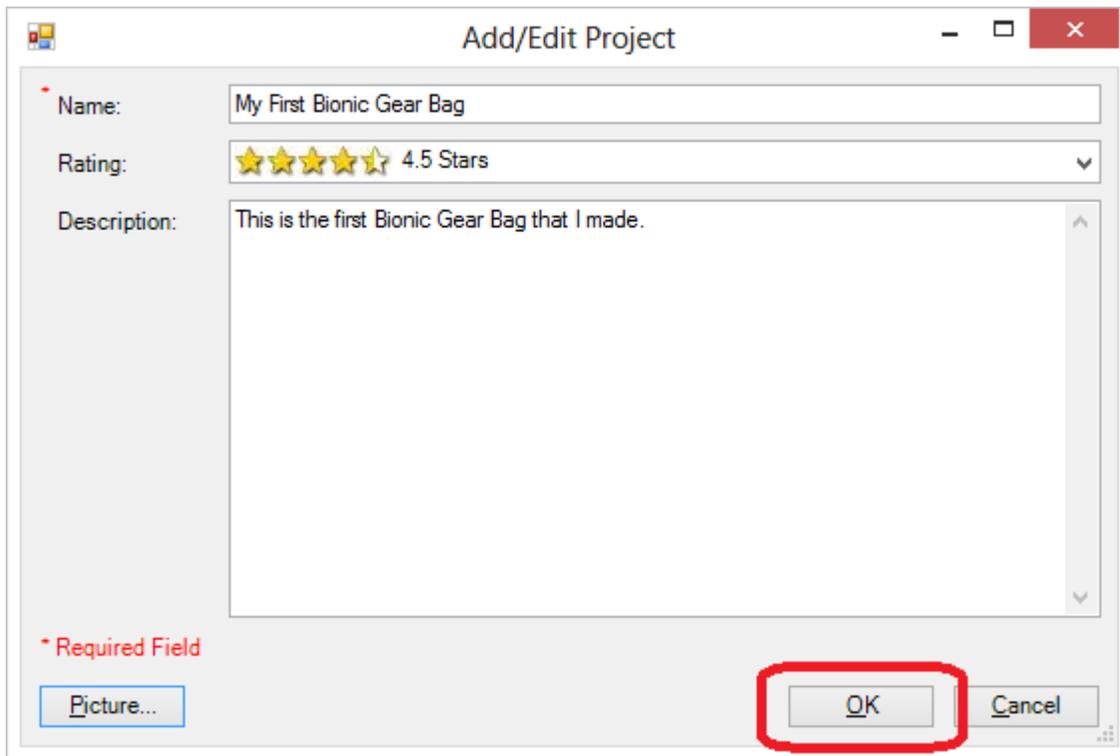
10. Click on the Browse button to select an image. Once you have selected an image, click on the Open button.



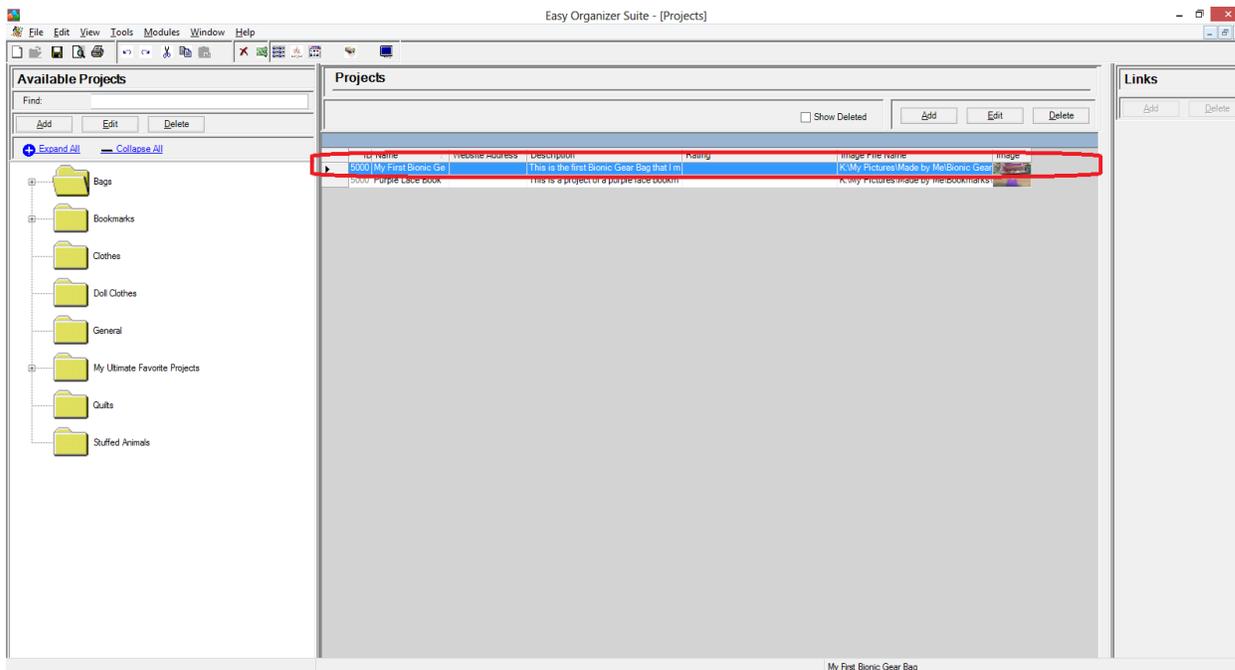
11. Click on the OK button to accept the image.



12. Click on the OK button to add the new project.



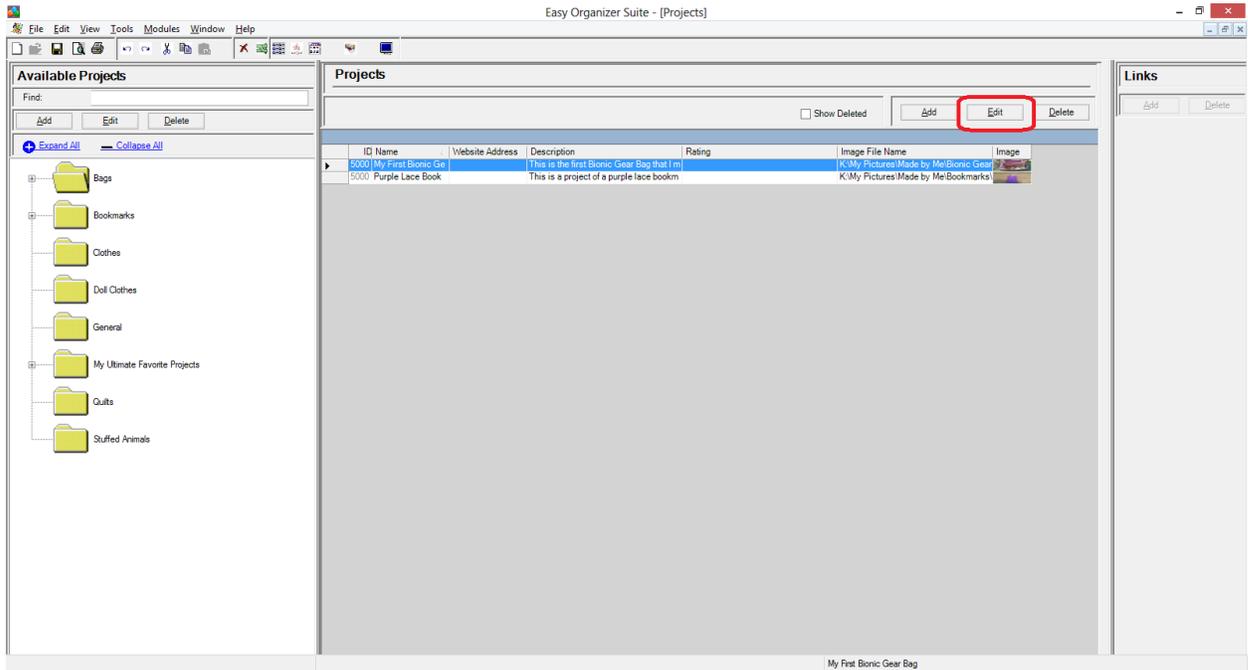
13. You will now see your new project in the Projects System Table Chart.



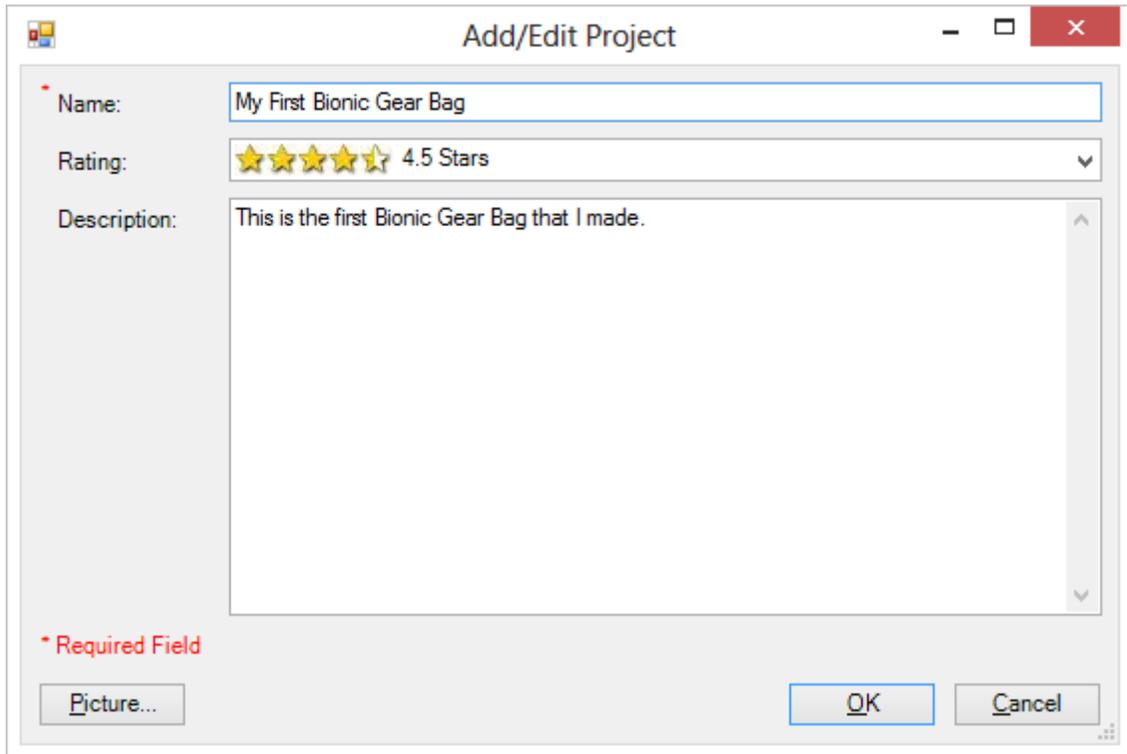
Click on the Save icon in the toolbar to save your changes.

Editing a Project

14. To edit a project, select the project you would like to edit and click on the Edit button.



15. The Edit project form will open with the information about the selected project.



The screenshot shows a dialog box titled "Add/Edit Project" with standard window controls (minimize, maximize, close). The dialog contains the following fields and controls:

- Name:** A text input field containing "My First Bionic Gear Bag".
- Rating:** A dropdown menu showing "4.5 Stars" with five yellow stars (four full, one half).
- Description:** A text area containing "This is the first Bionic Gear Bag that I made." with a vertical scrollbar on the right.
- * Required Field:** A red asterisk label is positioned to the left of the "Name" field.
- Buttons:** At the bottom, there are three buttons: "Picture..." (with a small icon), "OK", and "Cancel".

16. Change any of the information you'd like. Let's change the name.

Name: My First Bionic Gear Bag – Purple

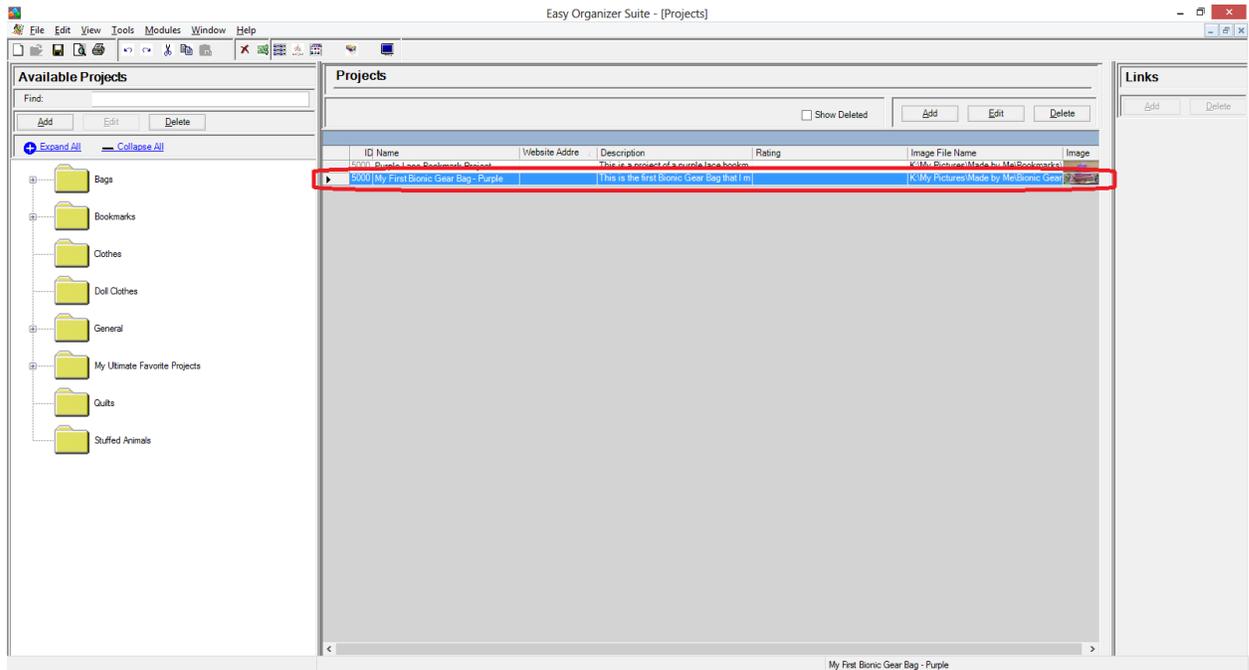
Click on the OK button to accept your changes.

The screenshot shows a dialog box titled "Add/Edit Project" with a standard Windows window title bar (minimize, maximize, close buttons). The dialog contains three main input fields:

- Name:** A text box containing "My First Bionic Gear Bag - Purple". A red asterisk is visible to the left of the label.
- Rating:** A dropdown menu showing "4.5 Stars" with five yellow stars and a downward arrow.
- Description:** A text area containing "This is the first Bionic Gear Bag that I made." with a scroll bar on the right.

At the bottom left, there is a red asterisk and the text "* Required Field". Below this are three buttons: "Picture...", "OK", and "Cancel".

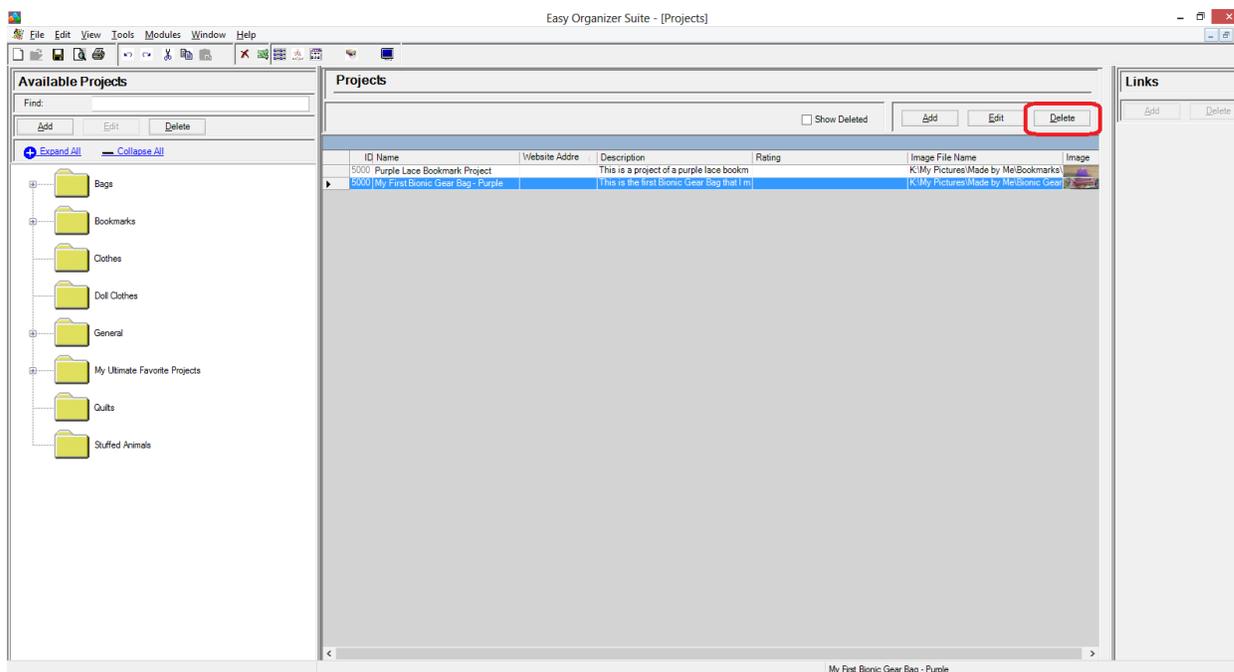
17. You will now see the project with the changed information.



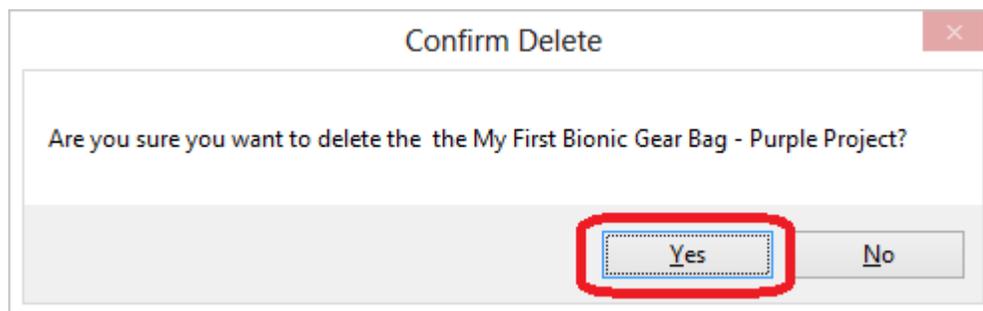
Click on the Save icon in the toolbar to save your changes.

Deleting a Project

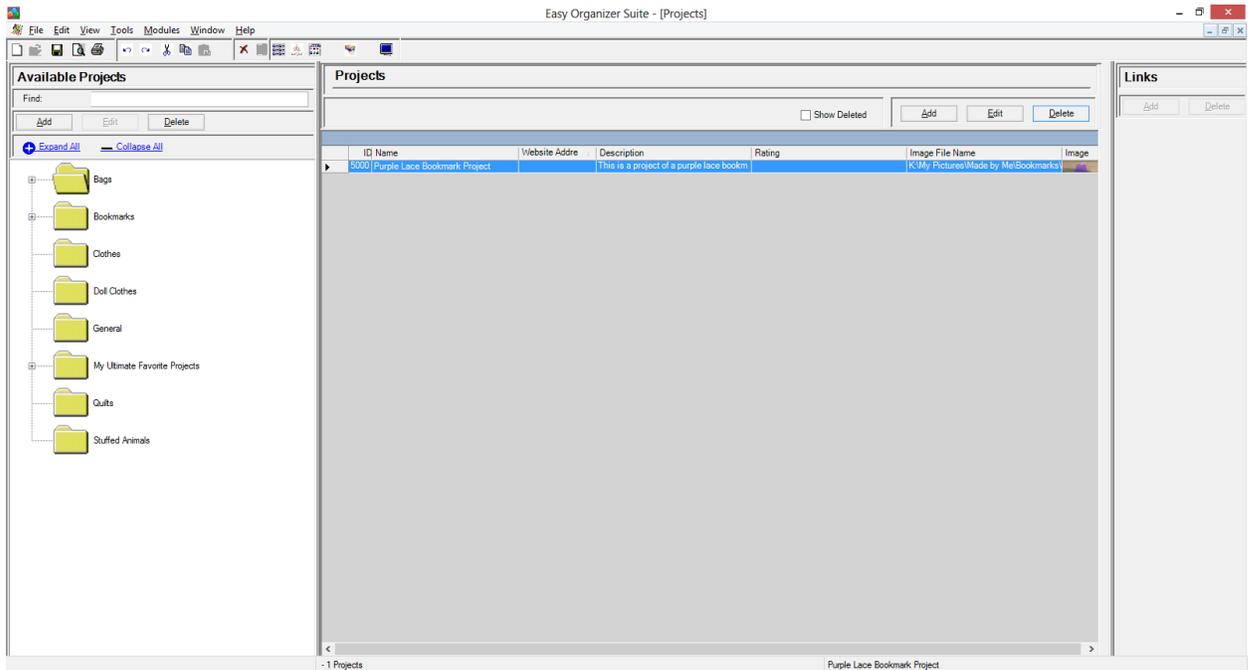
18. You can delete a project by selecting the project and then clicking on the Delete button. Let's delete our new project. Select My First Bionic Gear Bag – Purple row and click on the Delete button.



19. The system will ask if you are sure. Click on the Yes button to delete the project, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



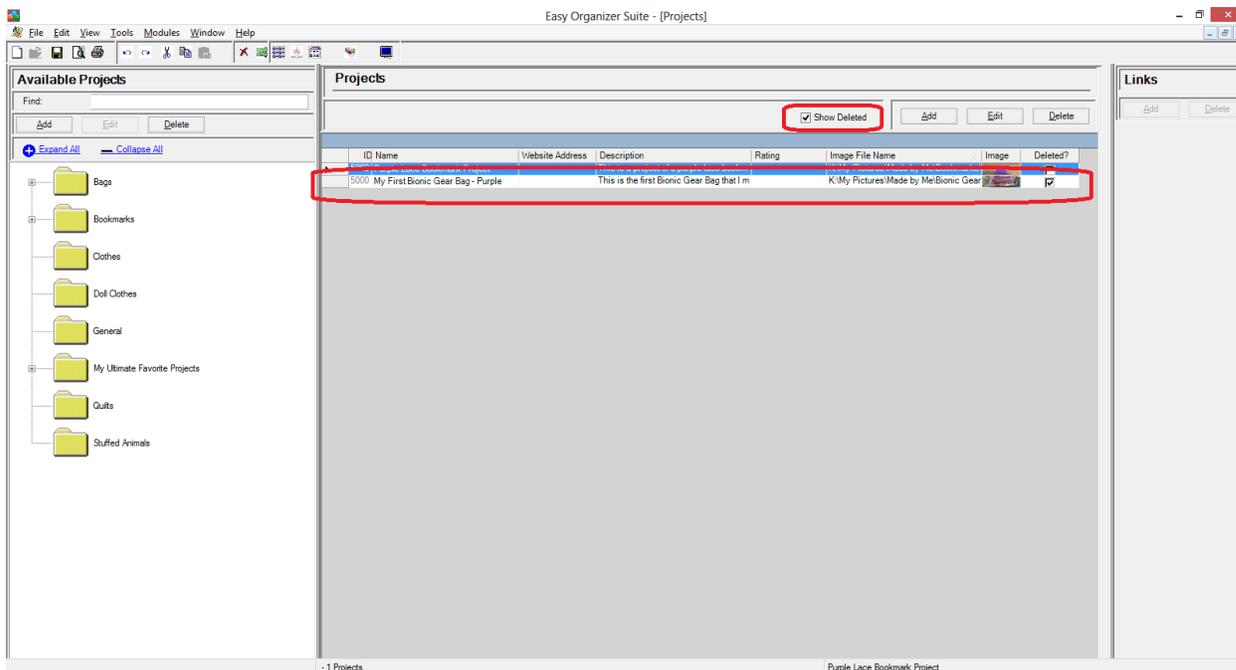
20. The project will no longer be visible in the Projects System Table.



Click on the Save icon in the toolbar to save your changes.

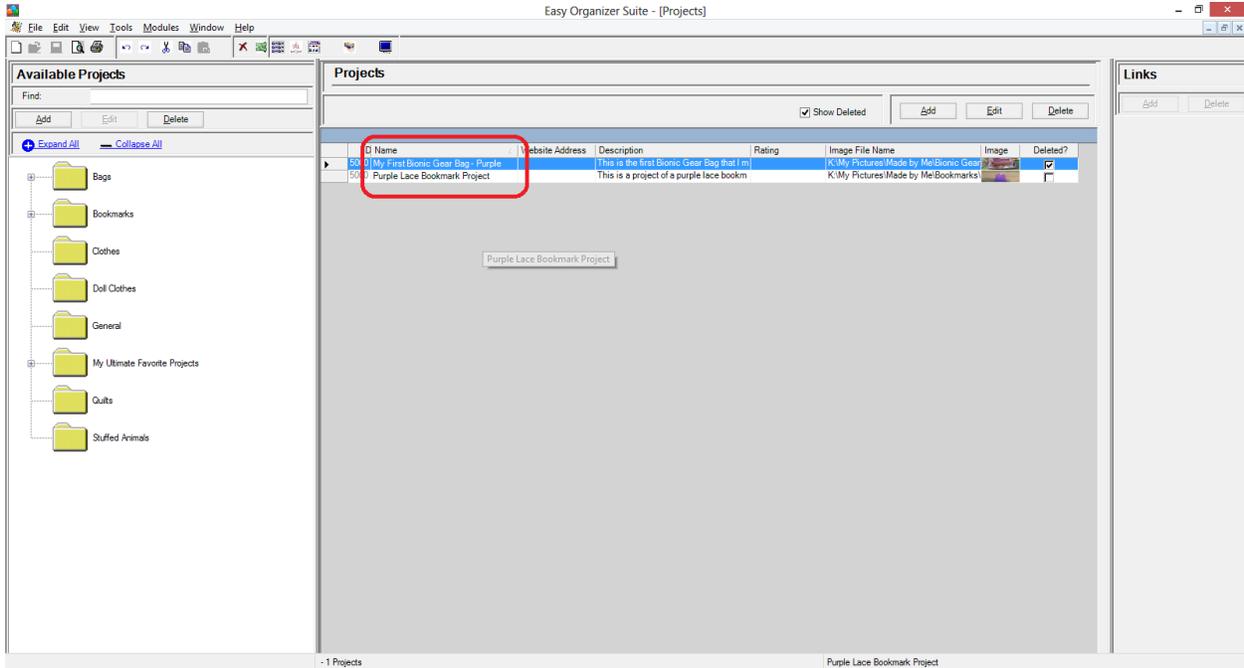
Filtering Projects

21. To filter the list of projects that are displayed, you can check the Show Deleted checkbox. This will show the deleted projects. You can now see the new project that we just deleted, with the Deleted checkbox checked.



Sorting Projects

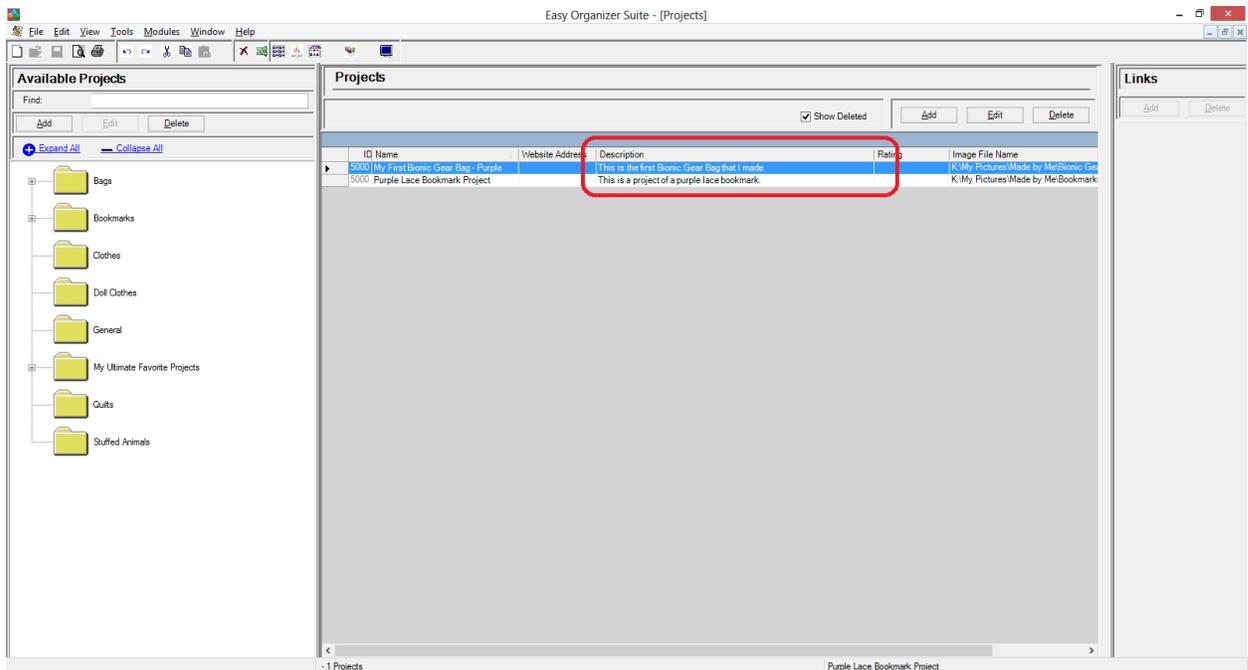
22. In any chart, including the Projects System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.



Resizing Columns

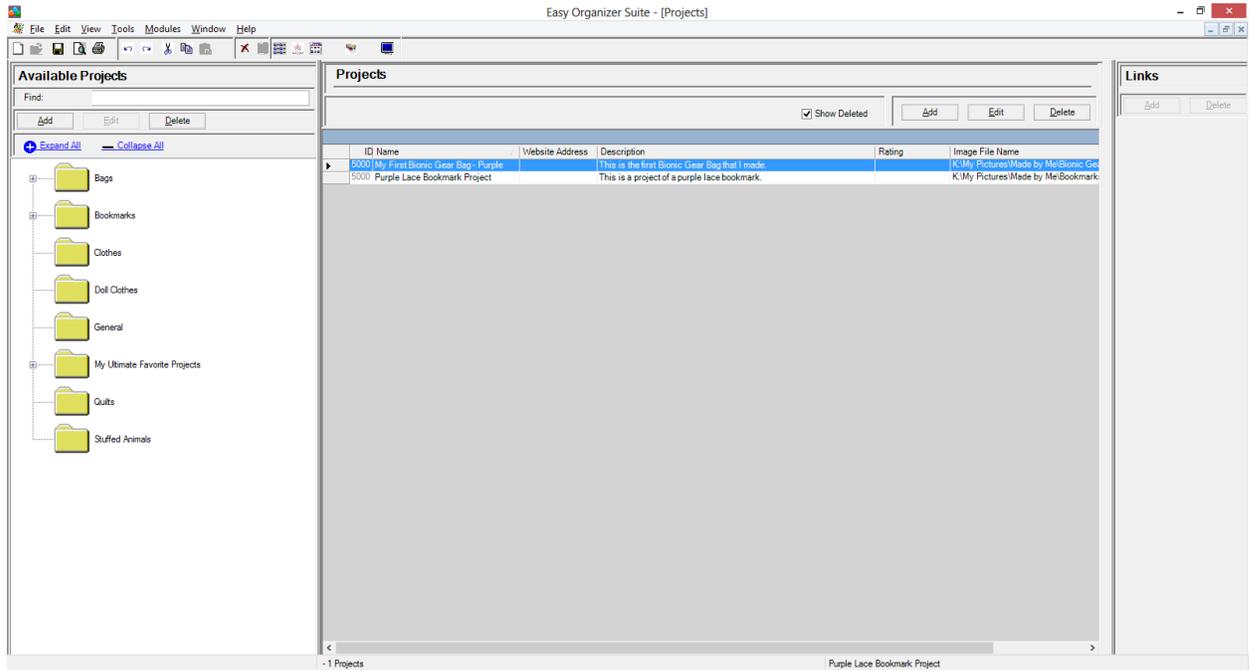
23. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

When you save the changes, the program will remember the size you have made the columns.



Save

24. Be sure to save the Projects System Table Chart. Select File → Save or click on the Save icon in the toolbar.



Congratulations! You have finished the How to Work With the Projects System Table.