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 Selecter.
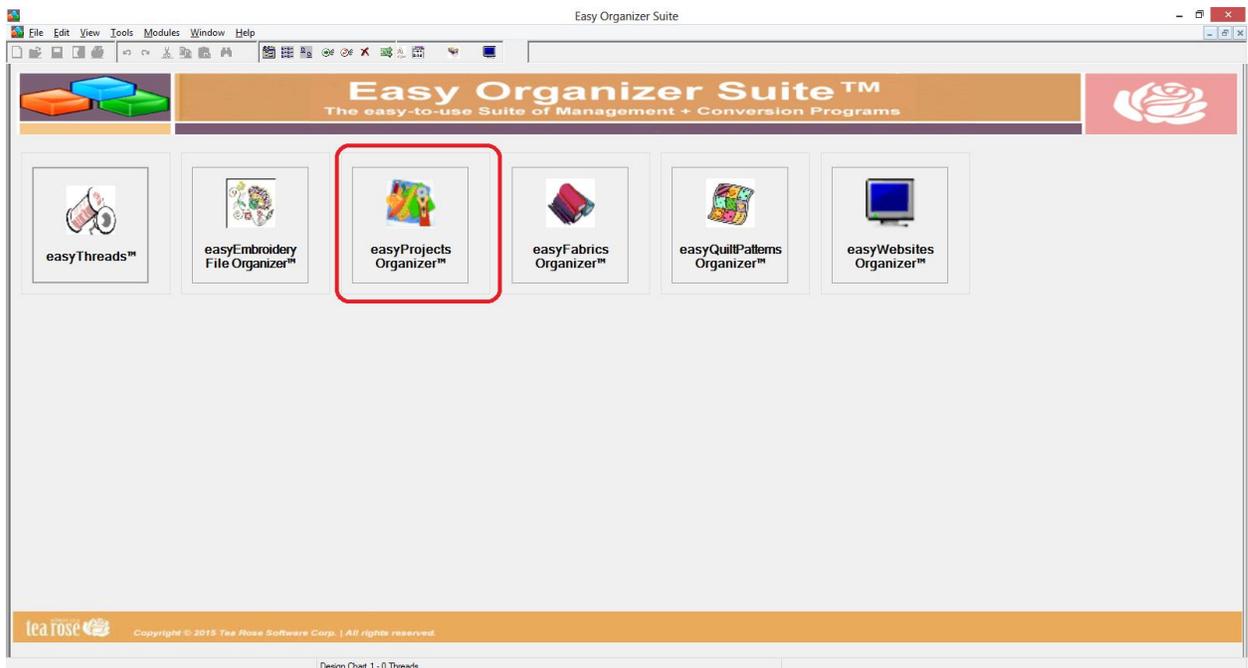
2. If you are in another module, select Modules → easyProjects Organizer™ from the menu, or you can click on the **easyProjects Organizer™** icon in the toolbar.
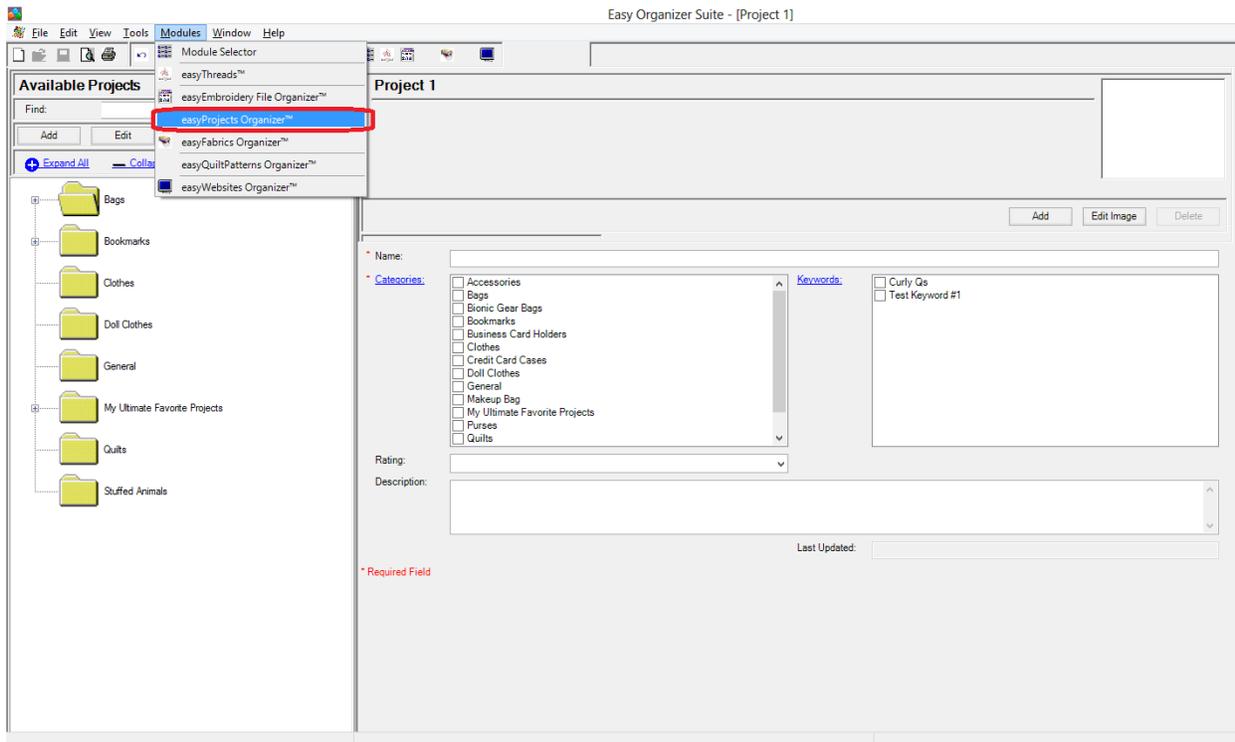
3. To view the Projects System Table, select Tools → System Tables → Projects from the menu.
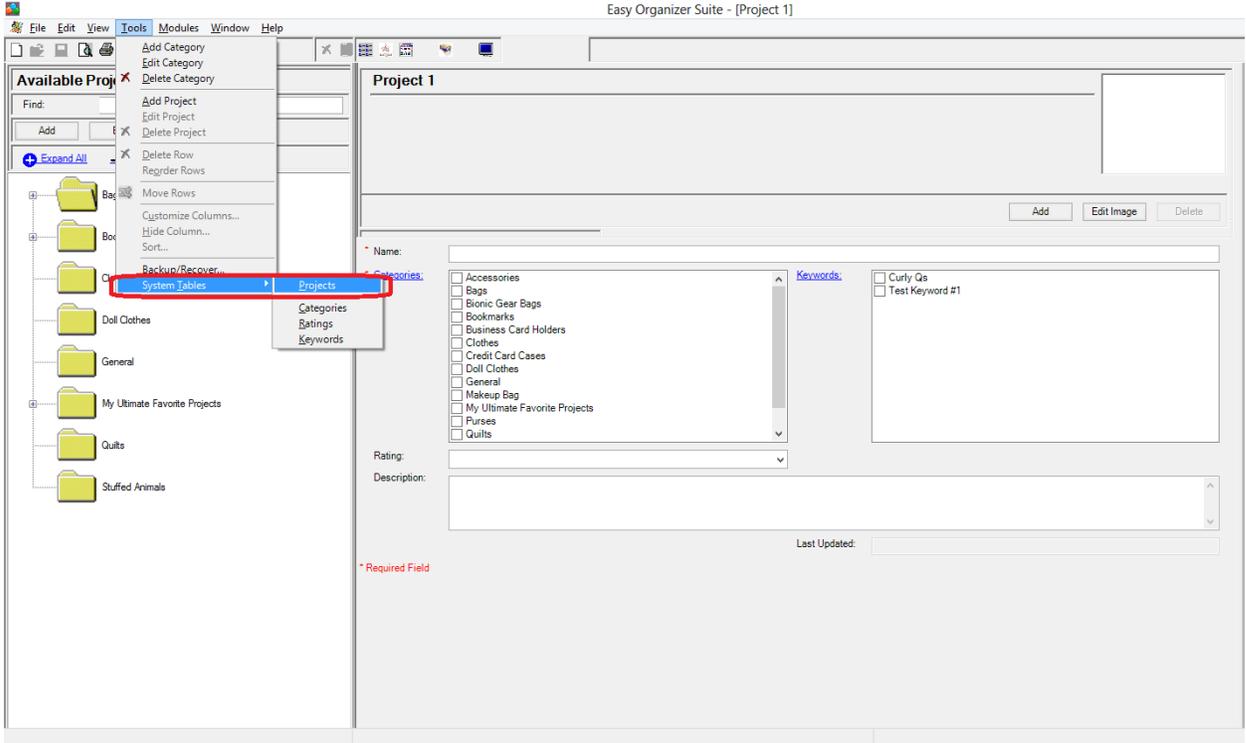
4. The Projects System Table Chart will open.
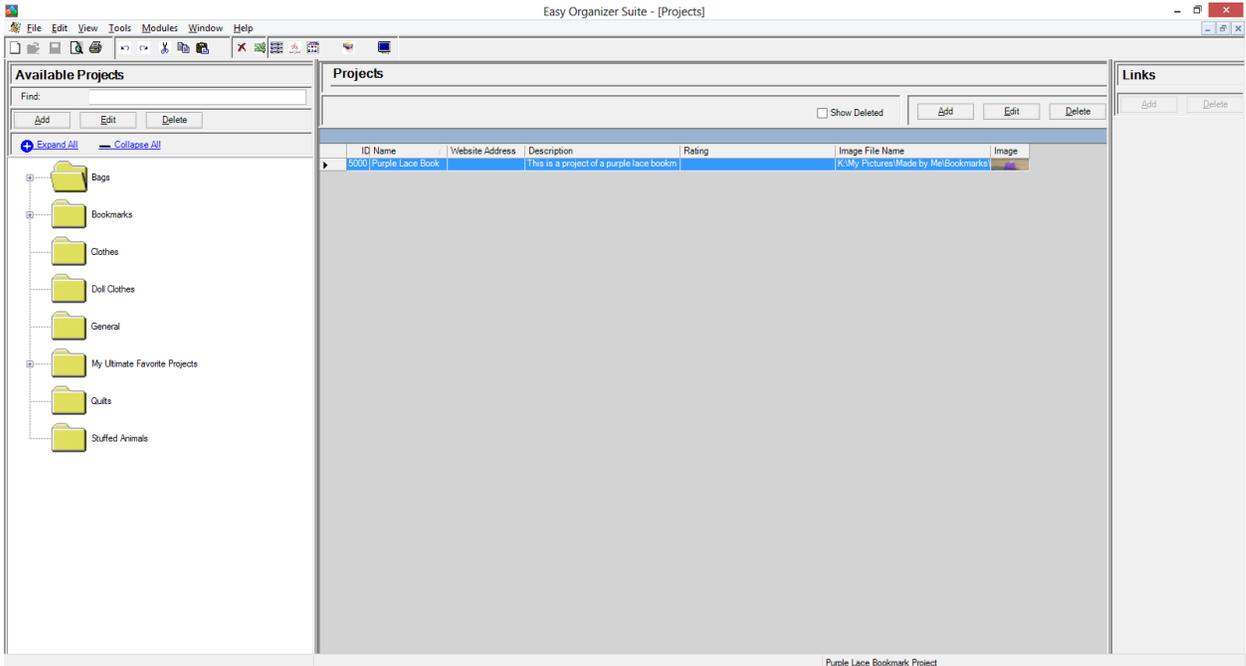
Adding a New Project

5. To add a new project, click on the Add button.
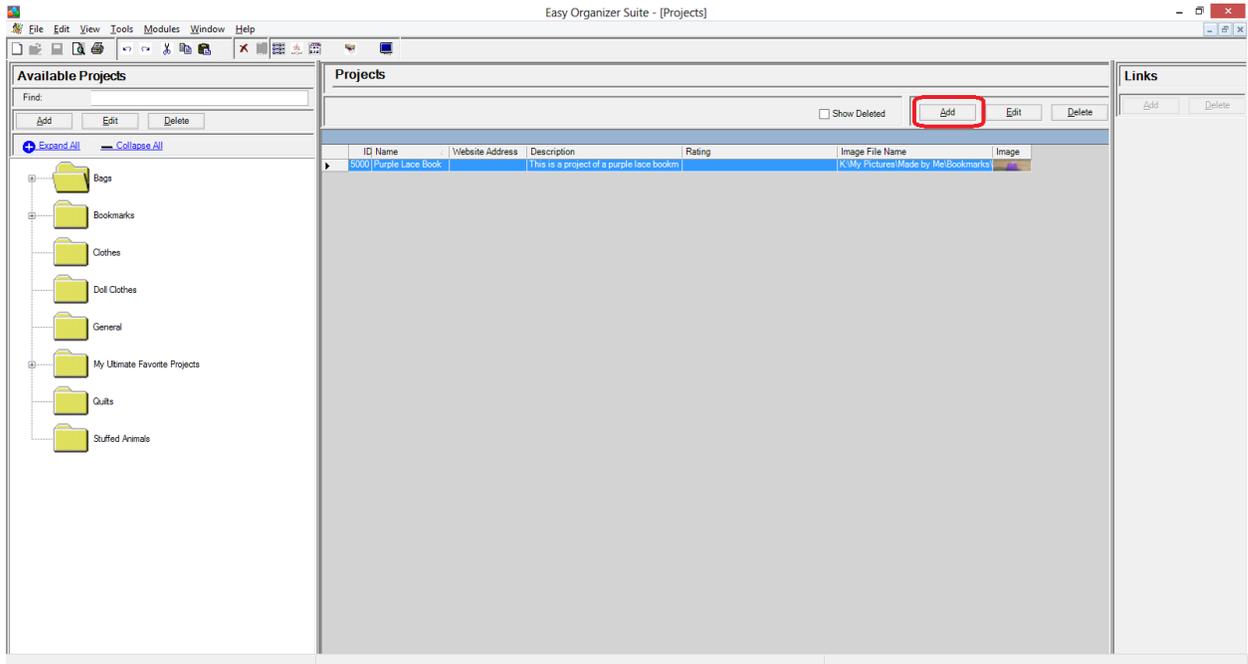
6. The Add Project form will open. You can enter the information about the new project in this form.

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.

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

9. The Add/Edit Picture form will open.
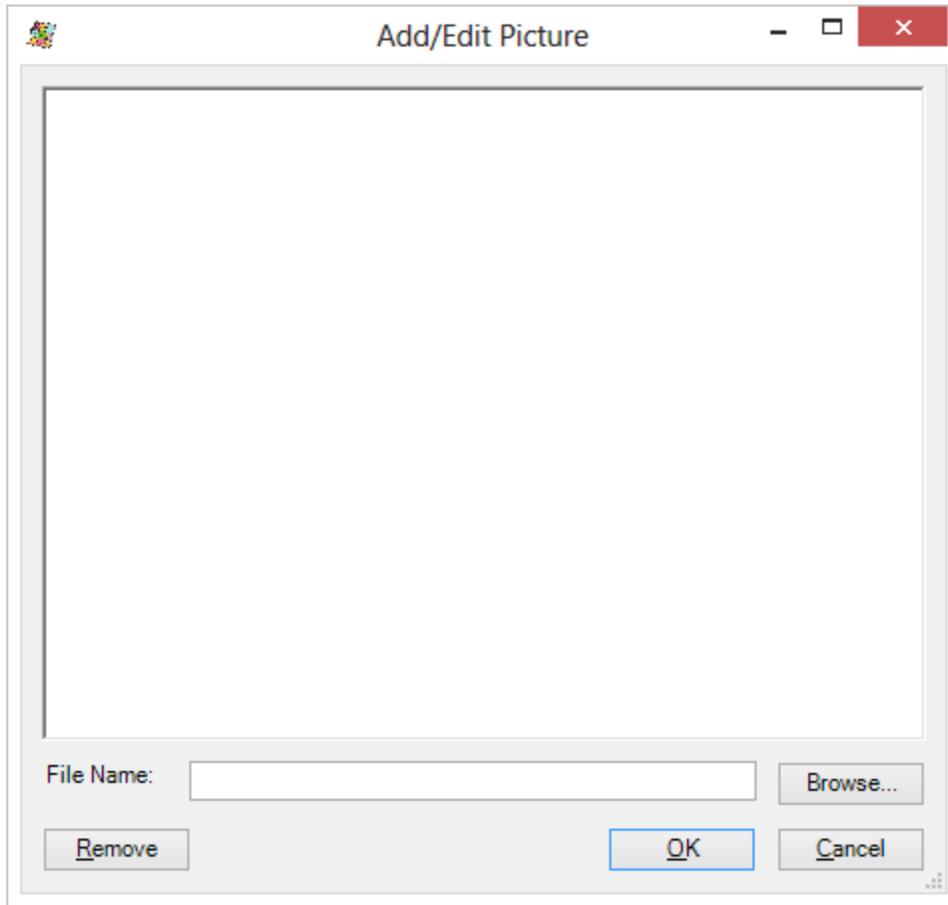
10. Click on the Browse button to select an image. Once you have selected an image, click on the Open button.
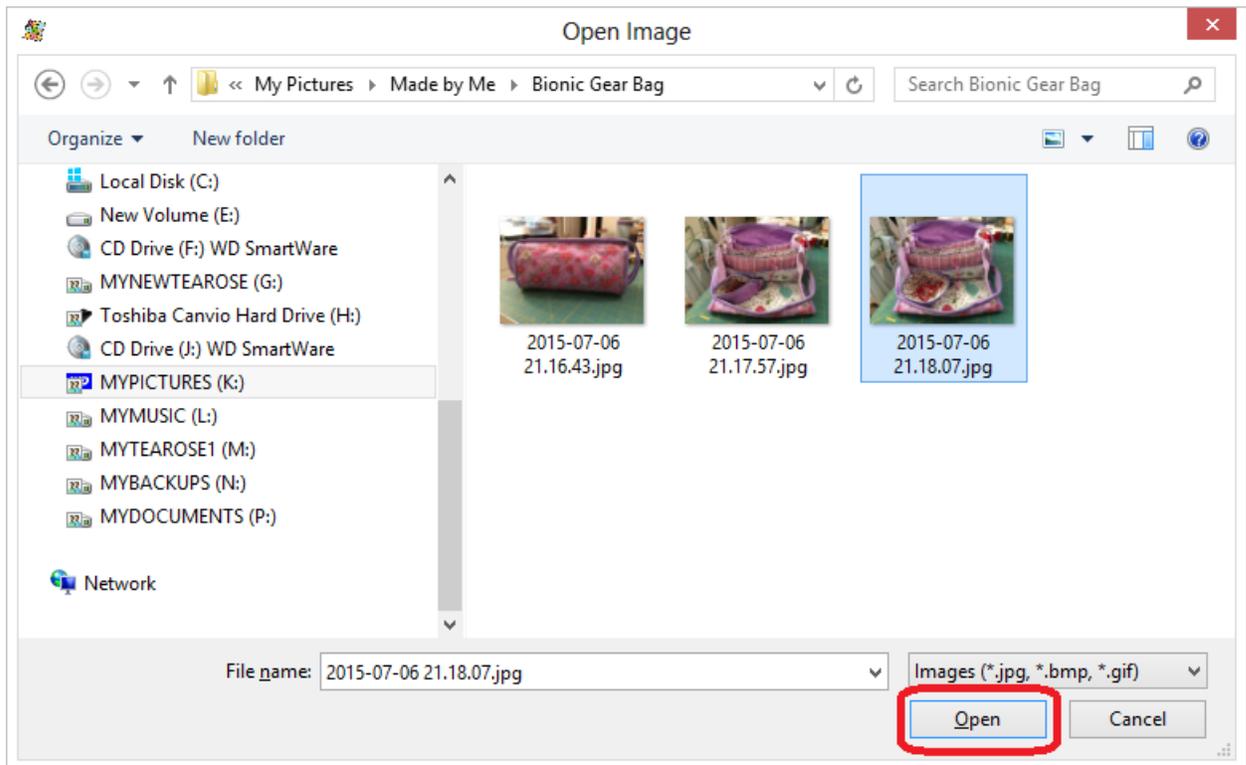
11. Click on the OK button to accept the image.
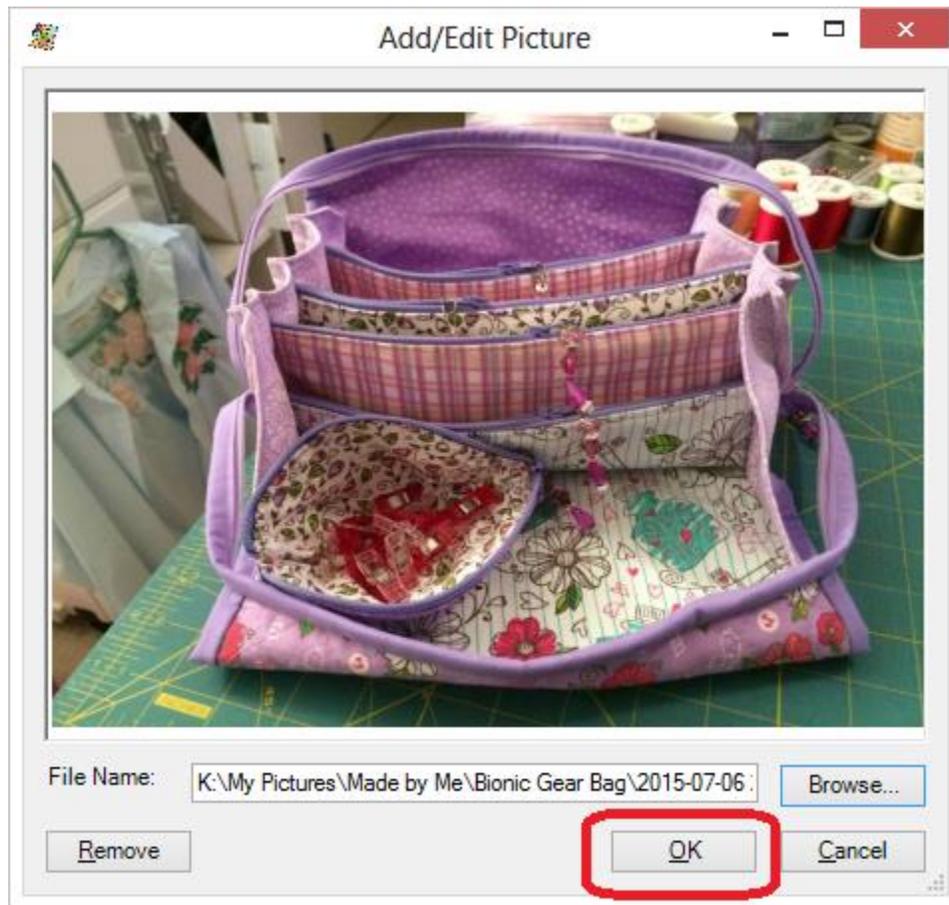
12. Click on the OK button to add the new project.
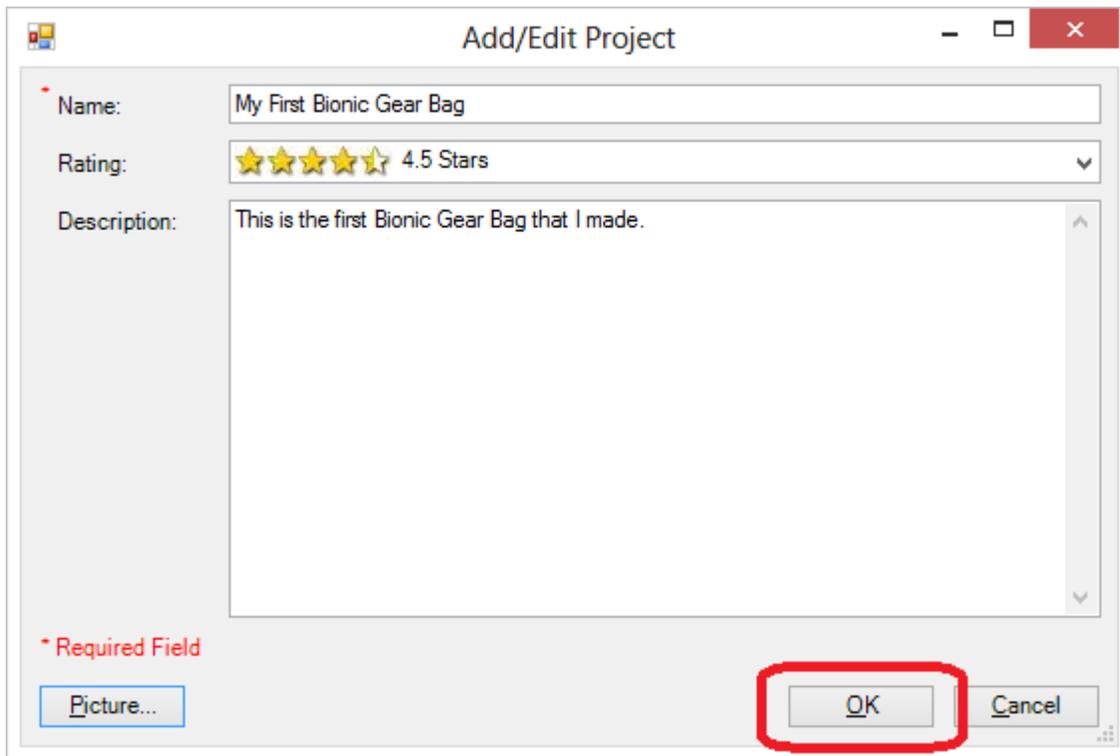
13. You will now see your new project in the Projects System Table Chart.
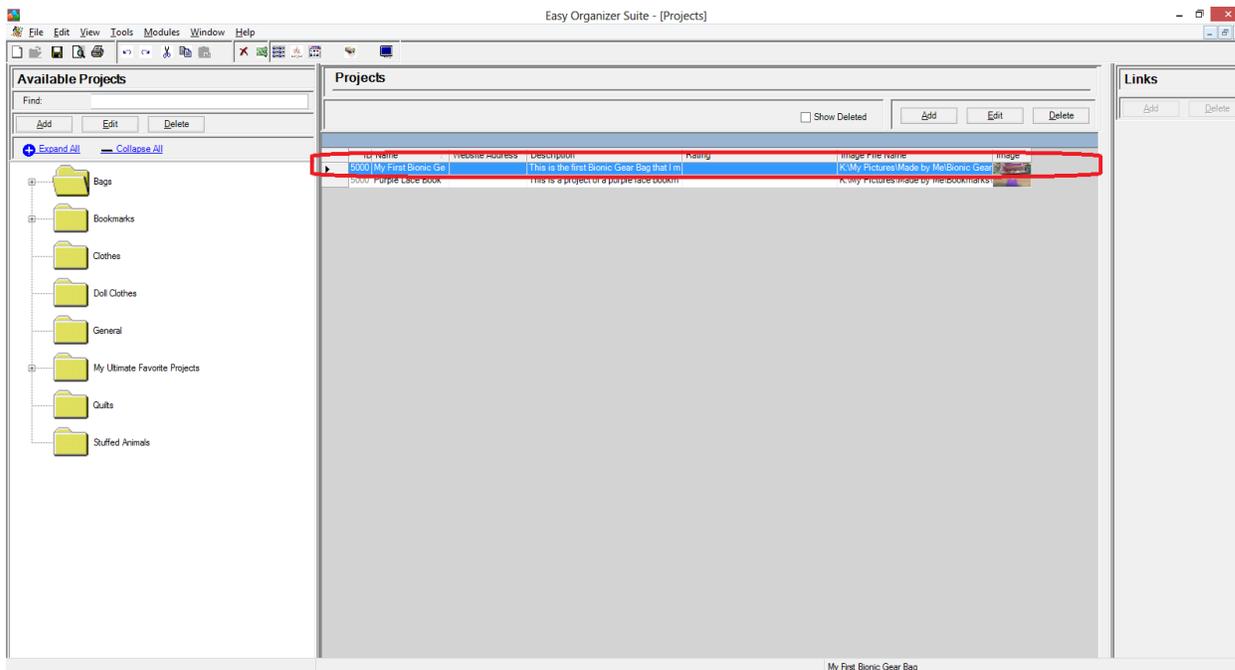
Click on the Save icon in the toolbar to save your changes.

Editing a Project

14. To edit a project, select the project you would like to edit and click on the Edit button.
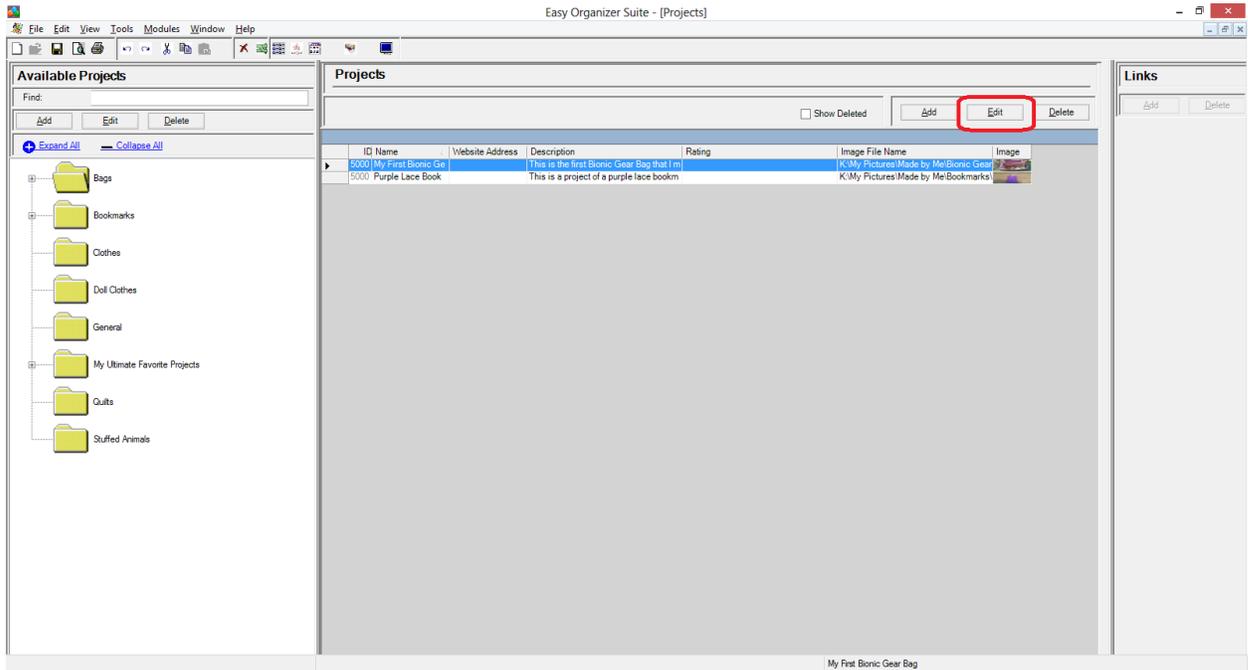
15. The Edit project form will open with the information about the selected project.

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.

17. You will now see the project with the changed information.
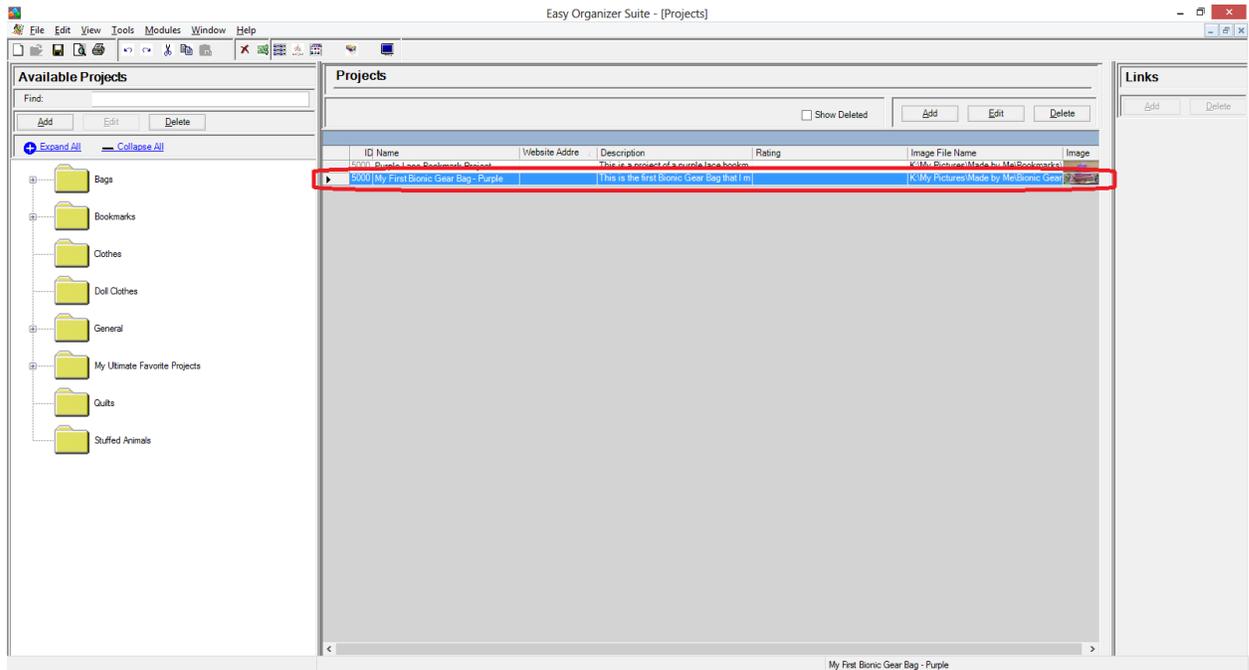
Click on the Save icon in the toolbar to save your changes.

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.
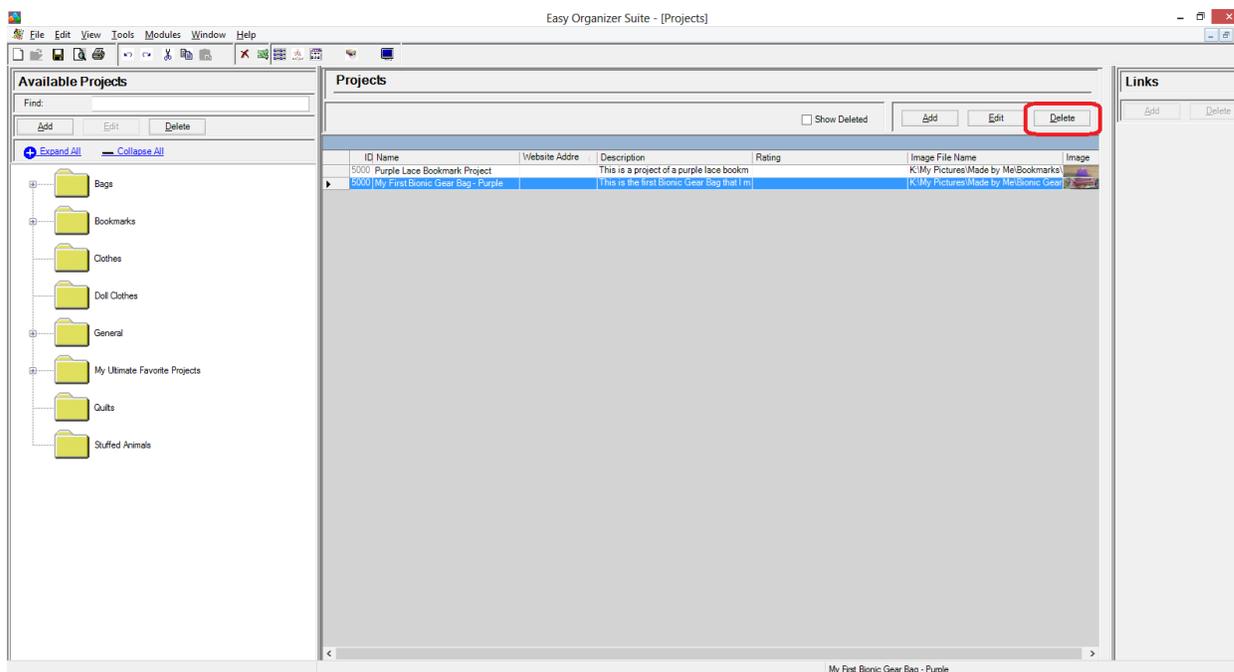
19. The system will ask if you are sure. Click on the Yes button to delete the project, or click on the No button to cancel the delete. For this lesson, click on the Yes button.
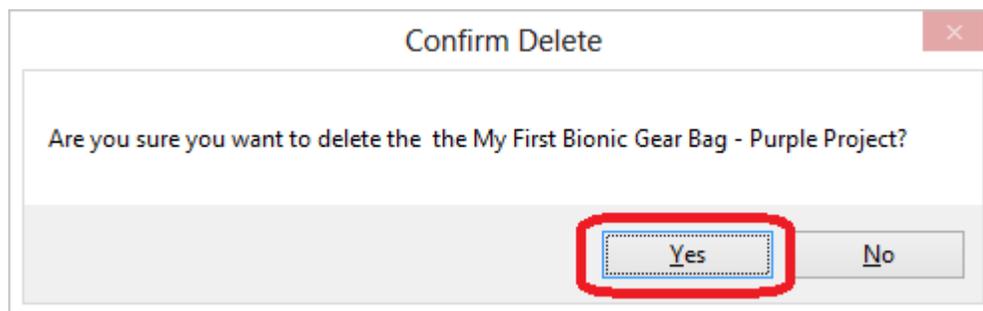
20. The project will no longer be visible in the Projects System Table.
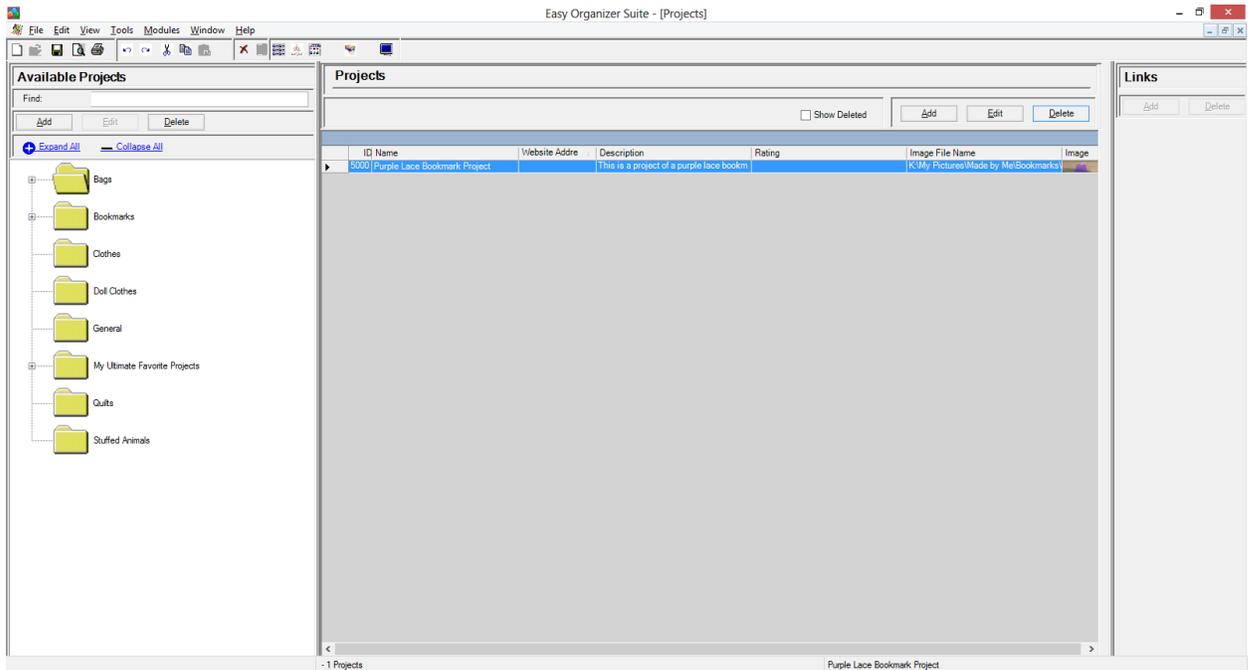
Click on the Save icon in the toolbar to save your changes.

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.
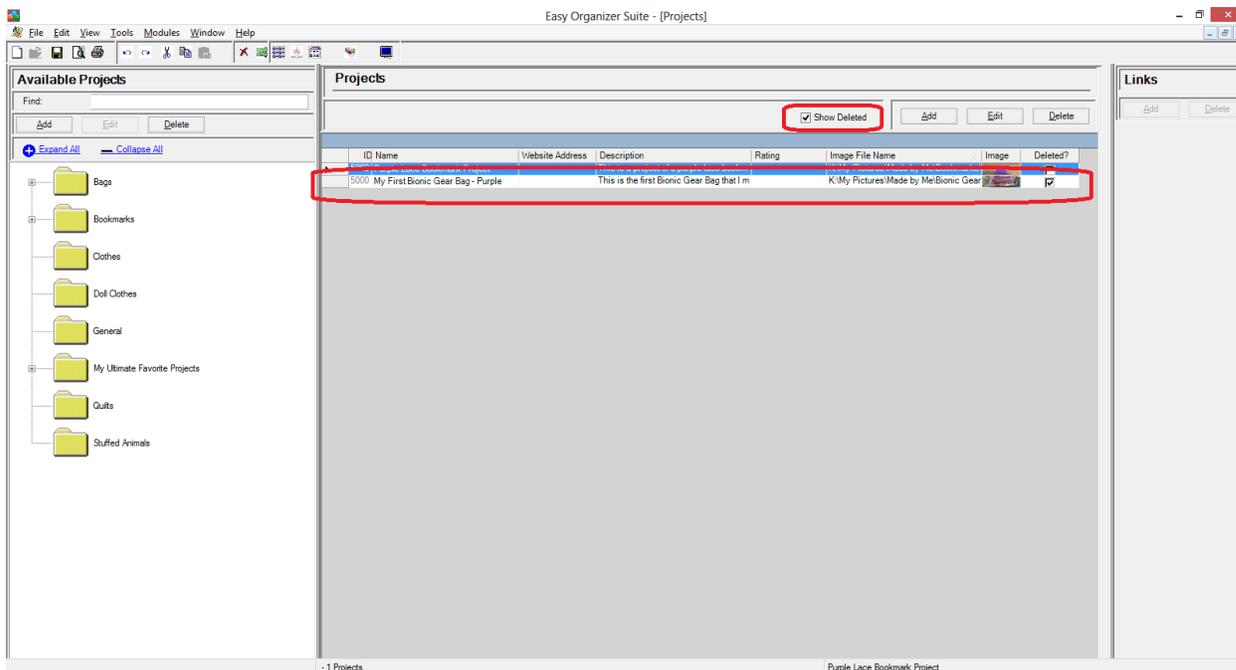
Sorting Projects

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.
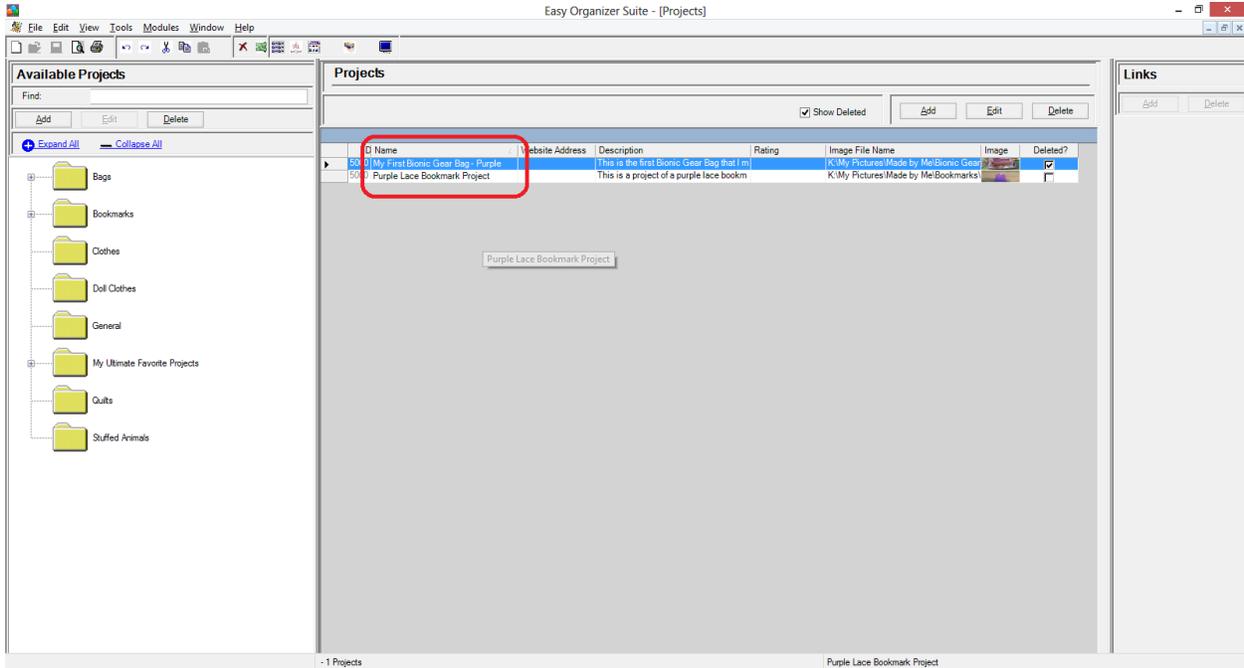
Resizing Columns

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.
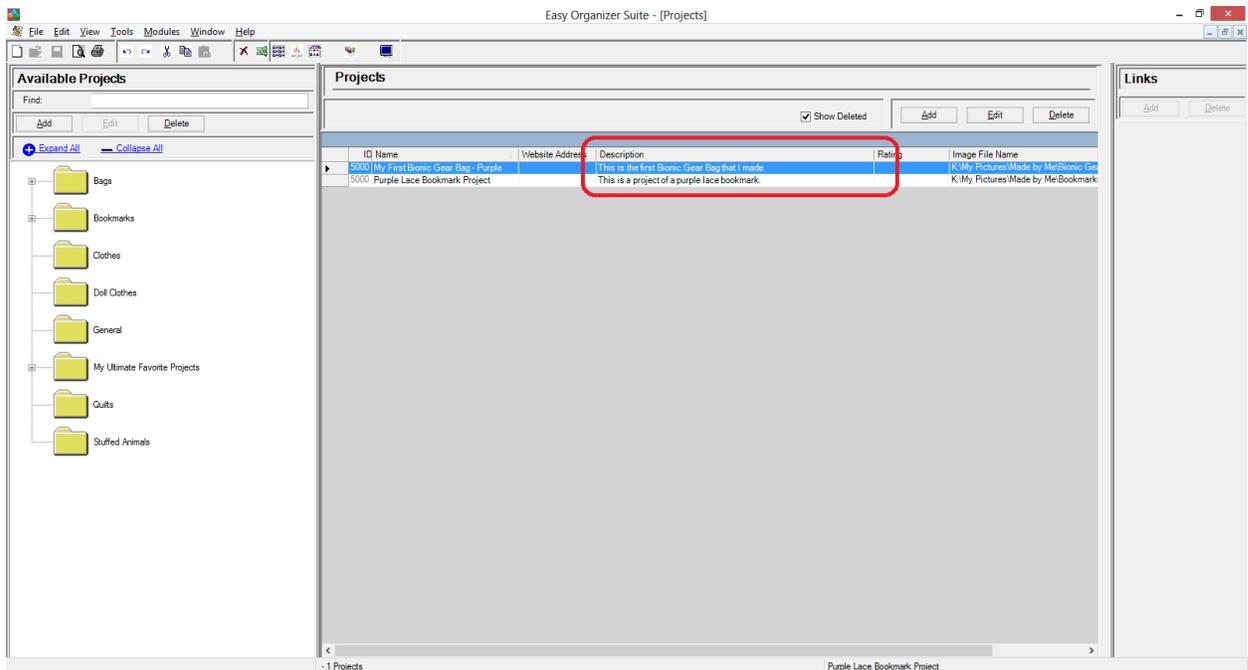
Save

24. Be sure to save the Projects System Table Chart. Select File → Save or click on the Save icon in the toolbar.
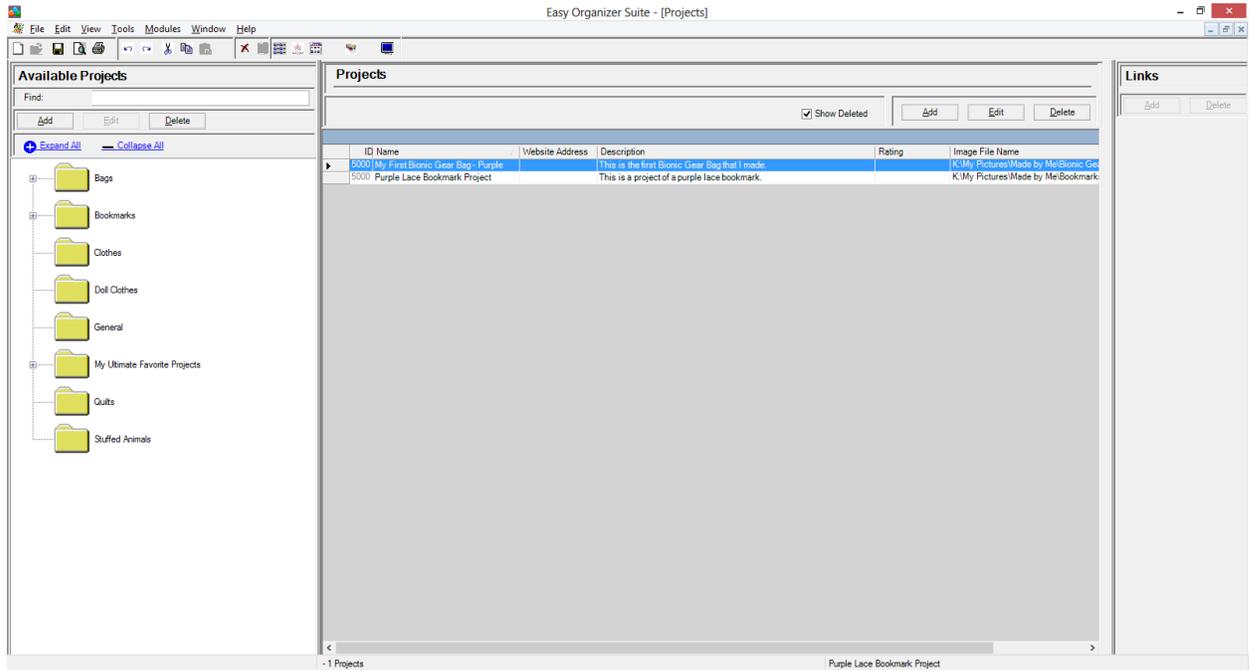
Congratulations! You have finished the How to Work With the Projects System Table.