



# PROJECTS PANEL

**What you can do here:** Organize and manage all your research projects in one place. Create new projects, share them with collaborators, add descriptive tags, and control who can view or edit your work. You can also merge multiple projects together or archive old ones to keep your workspace tidy. See also the [File menu](../file-menu/) for more project management options.

## Project Management

- **New project** - Create with name and description
- **Load project** - Open selected project
- **Edit project** - Click row to modify name, description, tags, sharing (or use [Edit project Modal](#))
- **Archive/Unarchive** - Hide/show projects (archived projects are read-only and hidden from public view)
- **Read-only toggle** - Restrict editing even for owners/editors (independent of archive status)
- **Archive toggle** - Show/hide archived projects in the table

## Bulk Operations

Select projects with checkboxes, then:

- **Delete** - Remove projects and all data
- **Apply Tags** - Add tags to selected projects
- **Remove Tags** - Remove tags
- **Toggle Archive** - Archive/unarchive
- **Merge** - Combine multiple projects into one

## Sharing and Permissions

- **Email-based collaboration** : add and remove colleagues' email addresses
- **Locked / Read-only permissions** for viewing without editing
- **Global sharing** for public read-only access
- **Permission badges** next to project names
- **Admin only: admin panel** for user management

Note: In the Edit Project modal, the informational notice "Your projects are public and can be viewed by anyone. Upgrade your subscription to keep them private." is shown only to users who

can edit the project (owner, editor, or admin). Viewers do not see this notice.

## Versioning

The app automatically backs up your project, so you can restore earlier snapshots if you want.

- An automatic backup is made every 10 minutes if you have made changes.
- You can make a manual backup from the Project Info screen.
- You can use the Version dropdown menu in the Project Info screen to see all available backups with details.
- From here you can restore a backup, with a confirmation step before applying changes.
- After restoring an earlier version, you can always go back to the latest version if you want, using the same dropdown menu.

This panel shows a dropdown list of times when you made changes to the mapfile in UTC/GMT. Along with the size of your file which can help you identify which timepoint you want to revert to. It can be easy to forget what time you made alterations to your file, so if you're likely to want to restore a previous map it is best to note the time so that you can easily return to it.