

# SEARCH Project Workbooks

## Local Project Workbook

- **Location:** SEARCH Desktop > Research tab > Local Project

- This is your Personal Products folder. Below your name look for the Products bar and the “Add” buttons:



- You can add several types of products:

	Add new Project Workbook		Add new document
	Add new link		Add new presentation

- For now, we’ll just add a new Project Workbook. Click on the icon
- This opens a form where you enter the name of the project and other relevant info. Click Save.
  - You’ll be returned to the list of Personal Products. Click on the title of the project you just created.
- You are now looking at the Info View for your Project Workbook. There are a number of views; click on a tab to access a different view.
  - **Info:** Basic info about your project: Title, participants, email contact
  - **Design:** Information Cycle (Assess, Ask, Acquire, Appraise, Apply)
  - **Milestones:** Enter dates when various milestones (e.g. start date, mentor review, project plan) are completed
  - **Reports:** Upload a proposal and reports related to the project
  - **Discussion and Diary:** Initiate a discussion about this project. Faculty can see the Discussion; the Diary Notes is visible only to you



- For the first four views (Info, Design, Milestones, and Reports), click on “Edit View” to edit the information on that tab.
- For the final two views (Discussion and Diary), click on “New Topic” or “New Notes Topic” to initiate a new discussion forum.

## Provincial Project Workbook

In your provincial project’s shared folder, look for the action buttons at the top of the screen:



Click on the very last button to add a project. From there, it functions the same as a Local Project Workbook.