

2.4 My Projects

2.4.1 Video

2.4.2 What is the My Projects Feature?

The **My Projects** page displays all of the projects your user account currently has access to and is the first page you see when logging into Projectmates. This is also the primary way to navigate into a project by simply clicking on its respective row.

2.4.3 Favorite A Project

 My Projects Search ☐ Save search query				
			Number	Name
			BR-000	San Lorenzo River Railroad Bridge Repair
			WP-000	_Sanitary Sewer Lift Stations and Rehab Water Project
			WP-008	Aeration Blower No. 11 Video Project
			2791	City Hall of Aurora
			1017	Cromartie Tower Renovation

Clicking the **Star** on the leftmost side of a project will **Favorite** it. Favorited projects will be prioritized at the top of your list for easier access. Clicking on the Star again for a favorited project will unfavorite it.

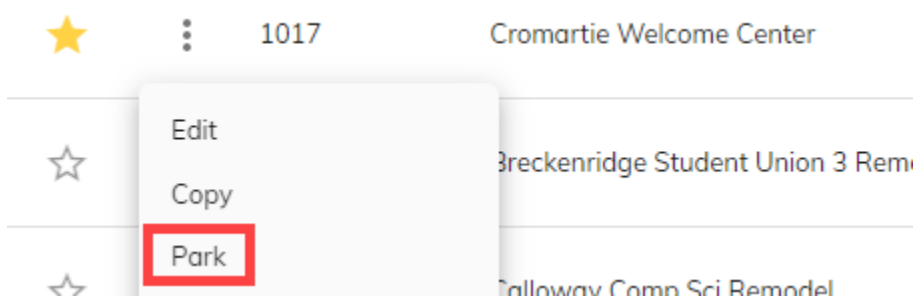
2.4.4 Smart Searches

Planning ☐ Save search query			
Name	Fiscal Year	Current Status	Project Manager
San Lorenzo River Railroad Bridge Repair	2023	Planning	Marcus Bliss
Cromartie Tower Renovation	2020	Planning	Donovan Noguez

All of the project information displayed in the My Projects area can be used to filter projects based on certain criteria. For example, if Project Status is a field displayed in the My Projects area, searching by a specific Status will filter the projects that only contain that data. Checking the box next to **Save search query** will maintain your search filter even after leaving this page.

*If you are unable to find a project you recently had access to, check to see if a saved search query has filtered it out.

2.4.5 Parking a Project



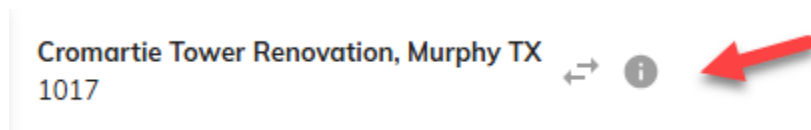
Site Administrators are able to **Park** a project by clicking on the **triple dot icon** next to the project number column, then clicking **Park** in the dropdown menu.

Parking a project disables access to the project. All users that are a part of the project will no longer see it in their My Projects pages and will be unable to access it. A project that has been parked can only be unparked by a Site Administrator.

2.4.6 Editing Project Information



If you have access to do so, a project's Project Information can be edited by clicking on the **triple dot icon** next to the project number column, then clicking **Edit** in the dropdown menu.



This same action can be taken when inside of a project by clicking on the **Information** icon next to the project's name.