

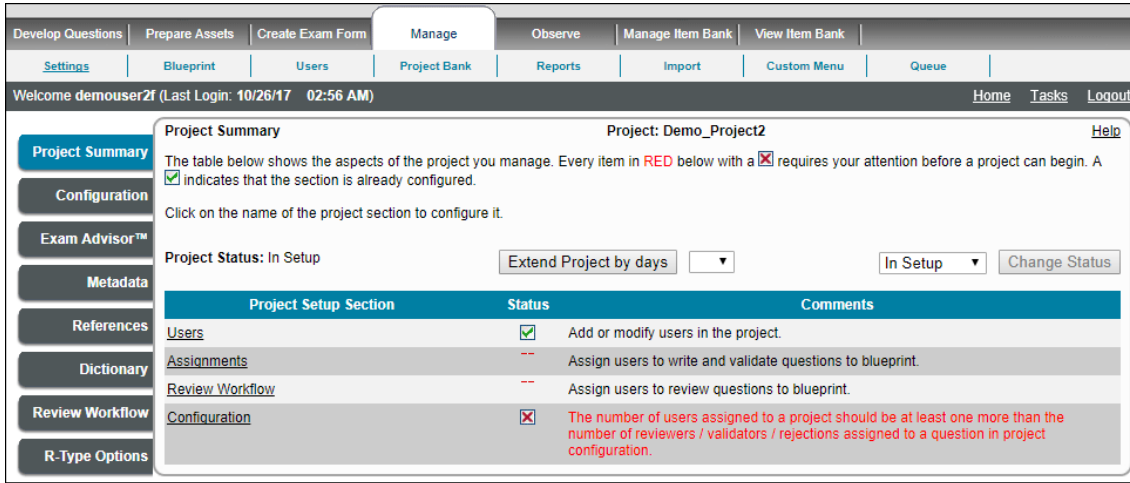
# 5.1 Set up a Project

A project must first be set up or created before users can begin working on it.



While setting up a project, you must configure the project blueprint, create users and their work assignments, and configure the project to suit the best processes required to generate the kind of exams needed.

## Get started with the setup



Select the **Manage Settings Project Summary** menu.



The Project Summary displays the main setup categories and the setup status for each category.

Sections that are not fully configured have a  red X in the **Status** column as opposed to a  green check mark.

The **Project Summary** table includes the following features:

Column	Description
<b>Project Setup Section</b>	Allows you to set up aspects of the project: <ul style="list-style-type: none"> <li>• Users (Refer to <b>Manage Users</b>)</li> <li>• Assignments (Refer to <b>Manage Role Assignments</b>)</li> <li>• Configuration (Refer to <b>Configuration</b>)</li> <li>• Metadata (Refer to <b>Metadata</b>)</li> </ul>
<b>Status</b>	 A green check mark indicates that the section is already configured. Items with a  red X need your attention. Items with a -- double dash indicates that the section is optional.
<b>Comments</b>	Specifies what you can do in each category.



### My Project is Active, how do I change it back to "In Setup" state?

To change an Active project back to **In Setup**, you must first set its status to Archived, and then to Unarchived.

**Note:** Once you are finished with your project edits, make sure you change it back to **Active**, otherwise any users not listed as a Project Manager are unable to access the project.