

## How to Create a My Projects Area in Projectwise

1. In the Custom Folder area right click on the Personal Folders and select Create:

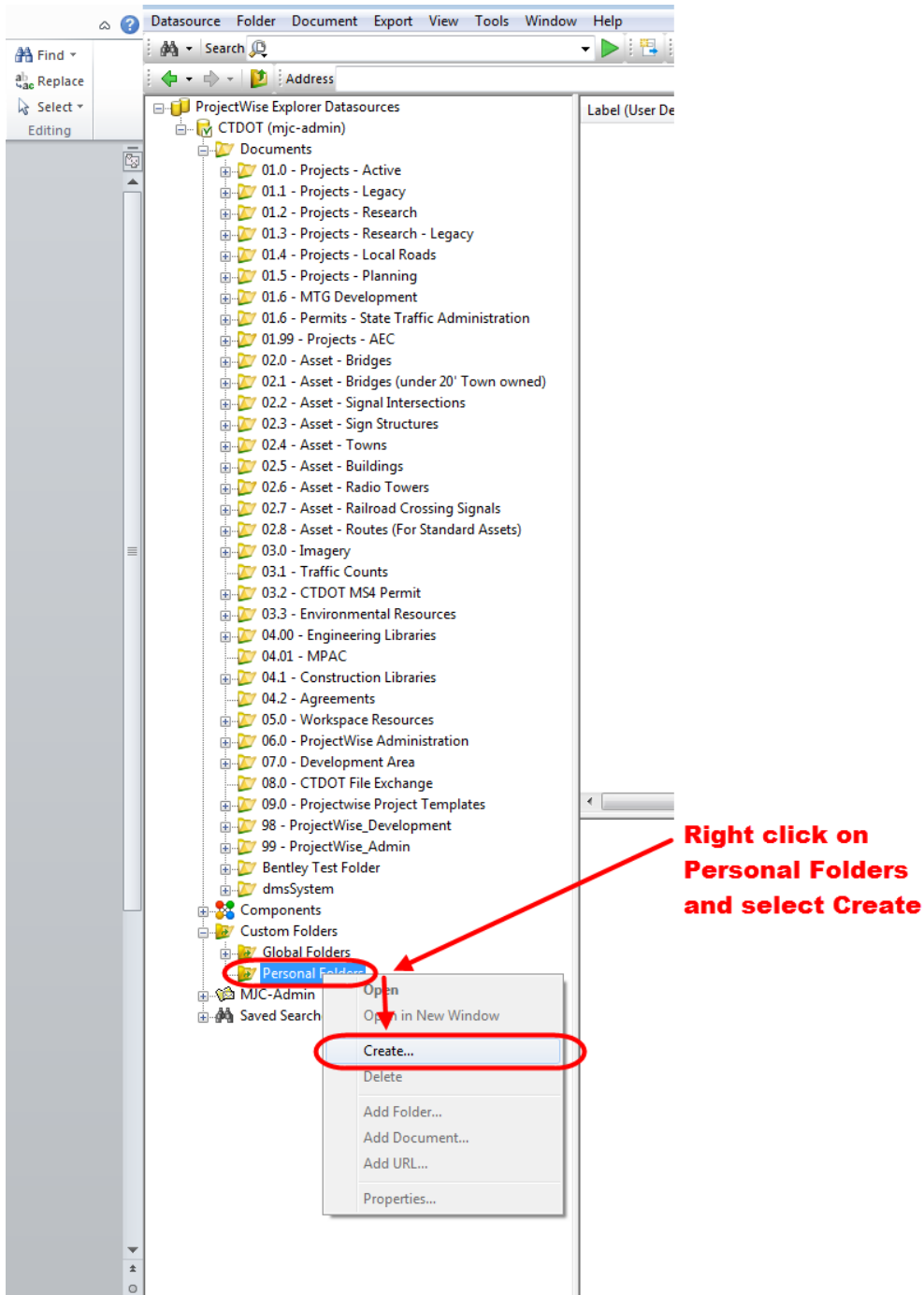


Figure 1 - Creating a Personal Folder

2. Give the new folder a name and description and then click OK. For example, "My Projects".

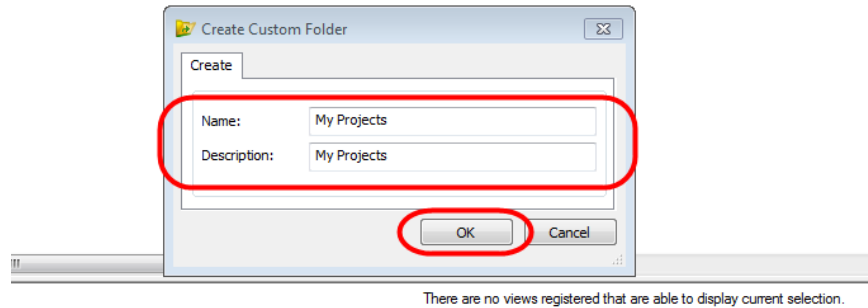


Figure 2 - Creating a Personal Folder

3. Next to add projects to your Personal Folder, right click on that folder and select "Add Folder"

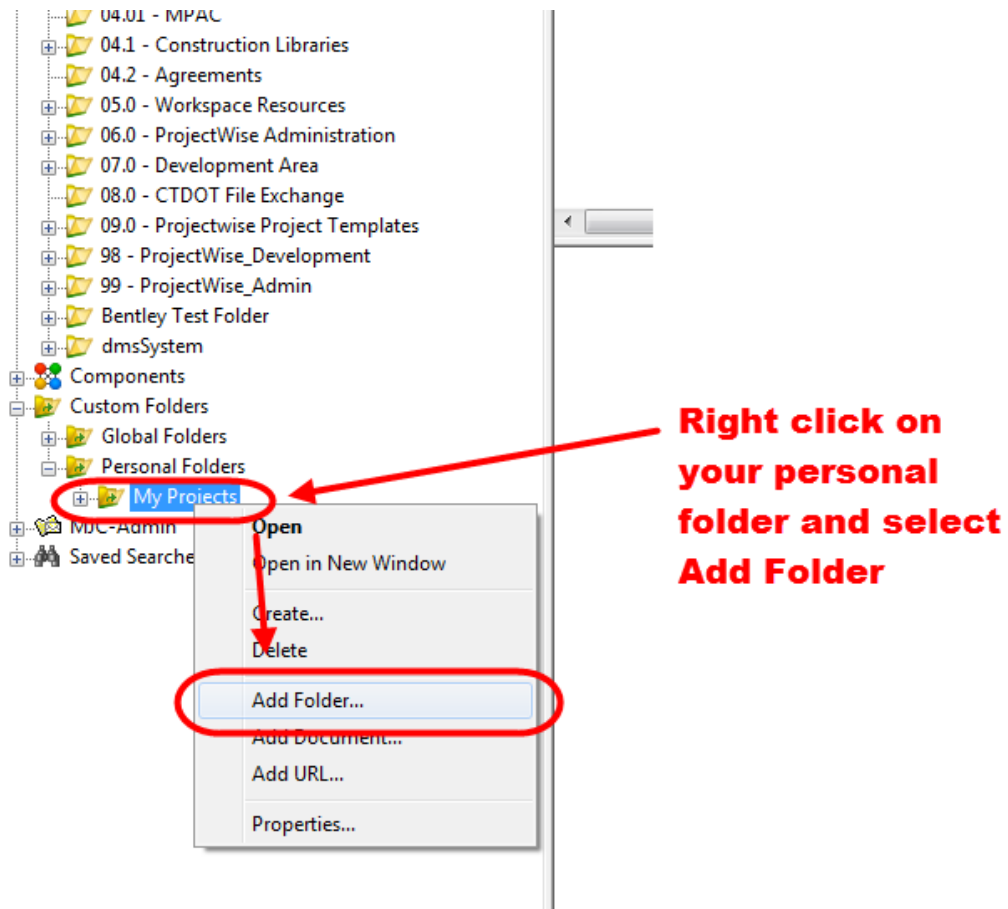


Figure 3 - Adding Projects to your Personal Folder

- Next browse out to the applicable project, select that project and click OK. This will have to be done one at a time for each project you want to add to your personal folder.

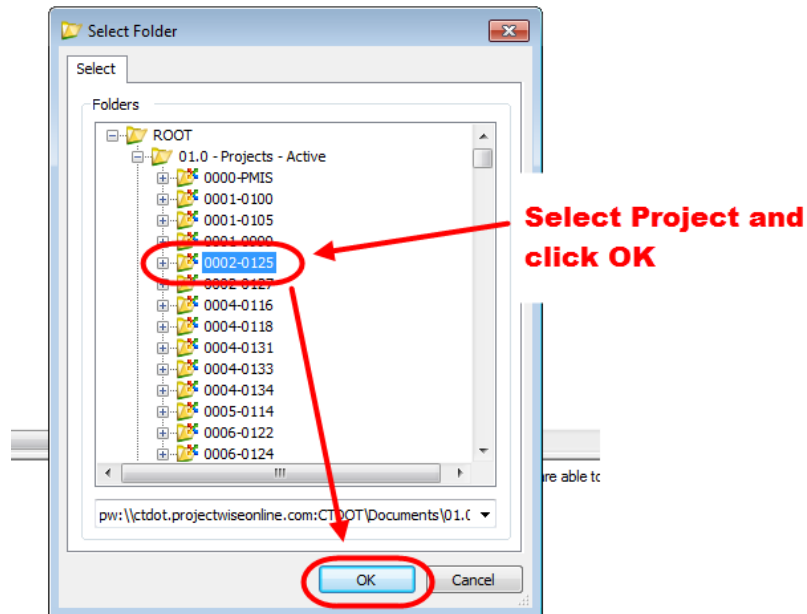


Figure 4 - Adding a Project to a Personal Folder

- After you have added a couple projects the My Projects area will look like this:

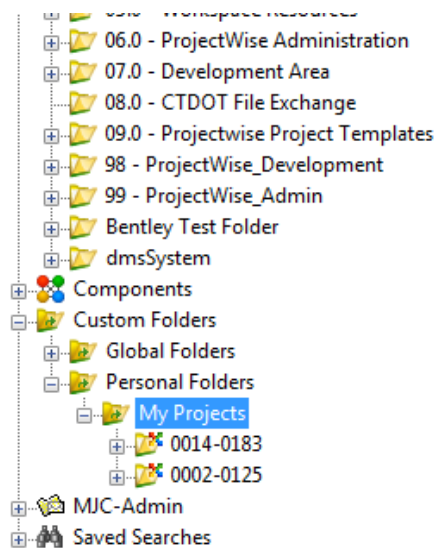


Figure 5 - My Project Area