

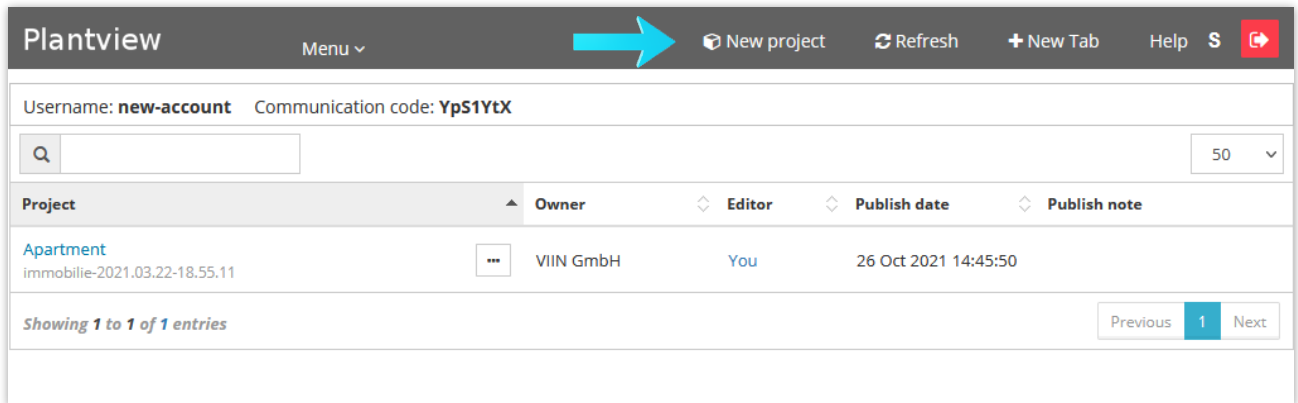
Create a new Project

In this guide, you will create a new project.

[Use Plantview Workspace](#)

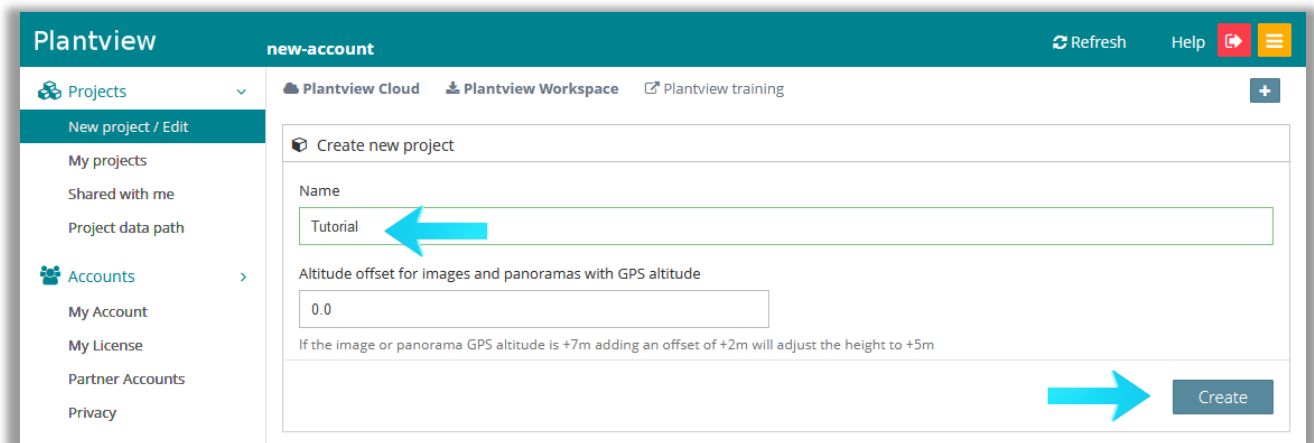
1.

Press on **New project**



2.

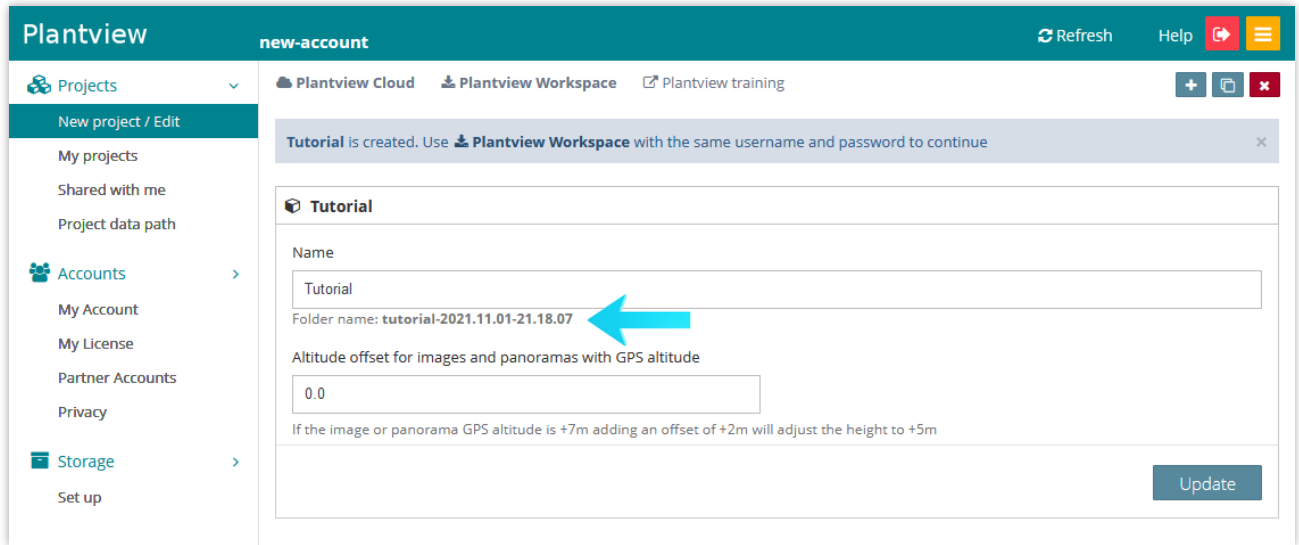
The Administration section will open in a new tab. Enter the project name and press **Create**.



3.

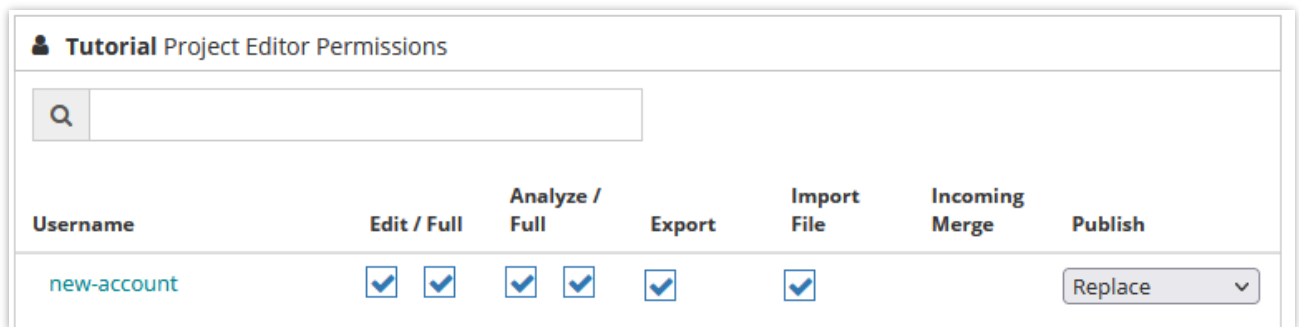
The new project has been created and a unique folder name has been assigned to the project.

The folder name is the unique name of the directory where the data will be located on your computer.



4.

Adjust the Project Editor Permissions



Edit	user can edit only Info points
Full Edit	User can edit the project
Analyze	user can analyze new files only
Full Analyze	user can analyze edited files and new files
Export	user can export the project file with the project structure
Import File	user can replace his project structure by importing a project file
Incoming Merge	user can merge or replace the project structure by importing a project file or by sync from server
Publish	User options for publishing the project (None, Replace, Merge, Replace or Merge)

5.

Switch to the Plantview Workspace. Refresh the PROJECT LIST.

The screenshot shows the Plantview interface. At the top, there is a navigation bar with 'Plantview', 'Menu', 'New project', 'Refresh', 'New Tab', 'Help', and a user profile icon. Below the navigation bar, a notification bar states: 'There are data changes on the server. Click to refresh the Project list'. Two blue arrows point to the 'Refresh' button and the notification text. Below the notification, the user's login information is displayed: 'Username: new-account' and 'Communication code: YpS1YtX'. A search bar and a dropdown menu set to '50' are visible. The main content is a table with the following columns: 'Project', 'Owner', 'Editor', 'Publish date', and 'Publish note'. The table contains one entry: 'Apartment' with ID 'immobilie-2021.03.22-18.55.11', owned by 'VIIN GmbH', edited by 'You', and published on '26 Oct 2021 14:45:50'. At the bottom, it says 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' buttons.

The new project will now be shown in the PROJECT LIST

The screenshot shows the Plantview interface after refreshing. The notification bar is gone. The user's login information remains the same. The search bar and dropdown menu are still present. The table now has two entries: 'Apartment' (same as in the previous screenshot) and a new entry 'Tutorial' with ID 'Choose project data path', owned by 'Your account', edited by 'You', and 'Never published'. A blue arrow points to the 'Tutorial' entry. At the bottom, it says 'Showing 1 to 2 of 2 entries' with 'Previous' and 'Next' buttons.