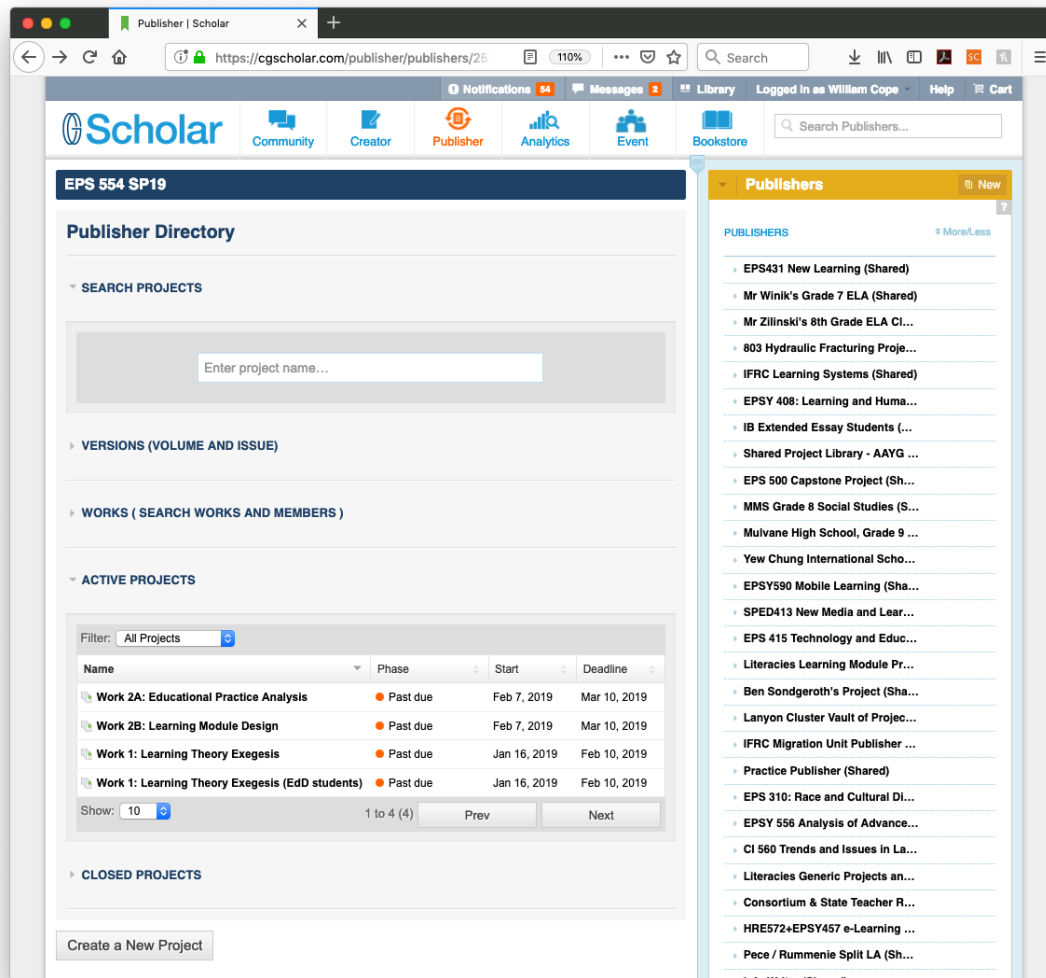# Tutorial A3.4: Managing a Project

A3.4.1 Locating a Project

- Select the Publisher/Community in the listing on the right side of the screen.
- Projects for that Publisher/Community are listed in the Publisher Directory.
- Enter a Project by clicking on the line where it is listed.

A3.4.2 Managing a Project

On the Publisher Project Summary Page an admin can:
- View the project timeline.
- View a listing of members:
    - The member's name is a link to their personal profile page in Community.
    - The work title is a link to detailed project summary for that particular work.
    - Status indicates where the work stands currently in the publication process (green = completed; orange = overdue; grey dot = unstarted or cancelled).
    - Last update and assigned feedback contributors are listed.
    - Icons allow the admin to view the work in Creator (magnifying glass), output the work as a web page or PDF (printer), and remove the work from the project.

- Invite a new member to start a Project. After a Project has started, if a new member joins the community and wants to be part of the project, the admin must add them here.
- View the Project settings.
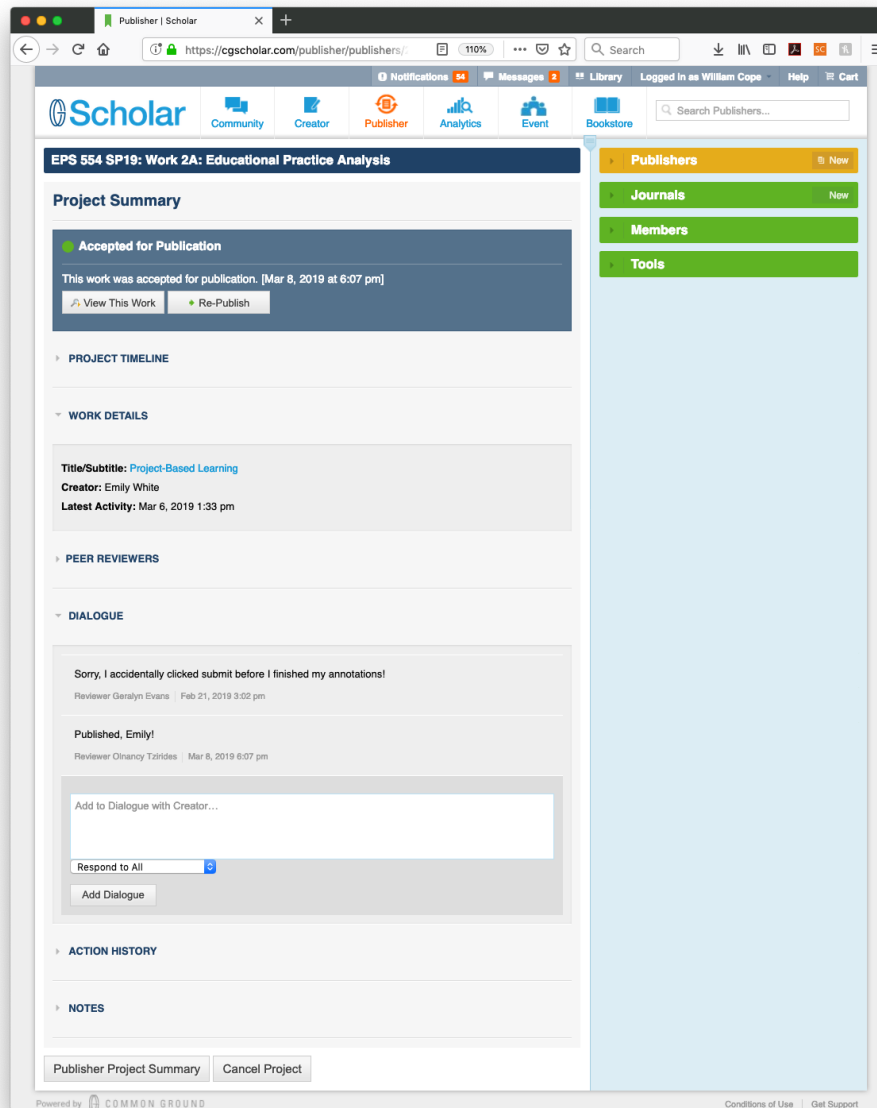
When the admin takes to the link on a Work from the Publisher Summary page, they reach the Project summary for that particular Work, including:

- Current status
- Project timeline
- Work details
- Peer reviewers
- Dialogue with the creator about this work
- Action history
- Notes that the admin may want to create—these are shared with other admins but not the creator