Web

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There are two ways to create a project — in *Administration* window and through *Projects* tab.

 Go to Projects tab, click Home, then New Project button

Go to Administration window, then to Projects tab, click New Project button

Desktop

In the main menu select *Tools > Administrator* tab. Then go to *Projects* tab on the left. You should have administrator rights to create a new project

New Project			×
1 Begin Introduction	2 Templates	3 Users	4 Summary
Welco	ome to Cerebro – project manag	gement and collaborativ	e software!
Start you	r work with Cerebro: create a demo-proj Select a universe to g	iect, add a colleague and set u go to the next step.	p access rights.
	Cerebro Te	est 👻	
Show at startup			CANCEL
New Project	2 Templates	3 Users	X
	Empty project Without structure and filling Animation Project Template for Animation Indu Design and Marketing Project Template for Design and Ma Visual Effects Project Template for VFX Industry (E Other None of the templates suit me	ıstry (ENG) rketing Industry (ENG) ENG)	
Show at startup			BACK

Make sure you select correct Universe. You can use a template with specifics of your industry or choose an empty project without structure and content

	Define the following parameters to create a new project: Project Name, Start Time, Automatically Approve Man Hours. If you w to copy settings and content of an existing project into a new one, switch on the Use a Template checkbox and select the proje you wish to use as the template, after that select the content to be copied from the template.	ant ct
	Project name * New project	
	Starting time 4/5/22 T 6:00 PM T	
	New tasks start by default at: The same time with their parent tasks 	
	The moment they are created	
New project	Default planned hours for new tasks 8 h	
	✓ Allow Open Graph links ✓ Automatically approve man hours	
Name and template	Use a template	
	Select the project as the template New Project	
will be copied from the template	The content to be copied	
 Access rights 	✓ File storages Access rights	
	✓ Tags ✓ Subtasks	
⊖ Tags	Subscription External links	
will be copied from the template		
 Notifications 		
	v Allocated Notify	
 Event subscription 	Task subscription	
	Status and progress	
	✓ Tag values ✓ Messages	
	✓ definitions only	
	Attachments of the messages	
Cancel	Back Next Finish	1

In *Projects* tab click *New project* button. Please fill in *Project* name and Starting time (1). You can use previous projects as a template (2). All properties and structures will be copied

New Project				
🕑 Begin	V Templates	3 Users Adding use	ers 4	Summa
Adding New Users		List of selected us	ers	
Email Addresses		Mike Wazo	wski	
Adding existing users		Admi	inistrator	
Search	All	-		
Select All				
lol55@mail.ru				
Mike Wazowski		✓		
msmdf@ddd.er				
pchelin_email				
piak@ya.ru				
Show at startup			ВАСК	NE

You can add users via email or select existing ones by checking the box next to the name. Selected users are displayed on the right, you can assign administrator rights to them



Following properties are set by default – you can click *Next* or change any of them if you need

Begin Templates Uters Image: Cerebro Test Image: Cerebro Test <	New Project			×
Unverse name: Image: Imag	🕑 Begin	✓ Templates	Vsers	Summary Data checking
Template name: Animation Project hame: New_Project Show at startup Rew Project Mew Project	Universe name: Cerebro Test		Users added: 1	~
Project Name: New_Project ■ Show at startup ■ BACK FINISH ■ New Project ■ ② Templates ■ ③ Users ■ ③ Summary Data checking ■ C ■ The project has been successfully created!	Template name: Animation			
Show at startup New Project Begin	Project Name: New_Project			
Show at startup BACK FINISH New Project ×				
Image: Segin Image: Segin <td< td=""><td></td><td></td><td></td><td></td></td<>				
New Project Image: Complete segin	Show at startup			BACK FINISH
Begin Image: Complete Summary Data checking Image: Complete Summary Data checking <th>Show at startup</th> <th></th> <th></th> <th>BACK FINISH</th>	Show at startup			BACK FINISH
The project has been successfully created!	Show at startup New Project			BACK FINISH
	☐ Show at startup New Project ✓ Begin	✓ Templates	Vsers	BACK FINISH × Summary Data checking

Check the settings for the new project. If you still need Wizard, click on 'Show at startup' checkbox. To create a new project, click *Finish*

	You can set up and customize activity-specific notifications on new events acc	ording to the table.	
	Uncheck all Filter by activity All		Ŧ
			01.Pla
	111@ya.ru		
	123 456		
	2test		
New project	3dmodeler sadsa		
	ajizette@dtfyes.site gbbb		
Name and template	Al Capone		
○ File storages	Alex Ferguson	\checkmark	
	Alfa Omega		
 Access rights 	AutoBop		
o -	bessie92@yahoo.com		
O Tags	Chronopay test account		
O Notifications	client		
	demon@test.cerber1 2323		
 Event subscription 	Dmitry Panfilov		
	domenica.funk@koss.com		
	dsfsdfsd@qweqweq.wqe		
	guillermo.beer@gmail.com		
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You can create a new project by clicking *Finish* button at any step. Feel free to change all properties anytime in *Administrator* window