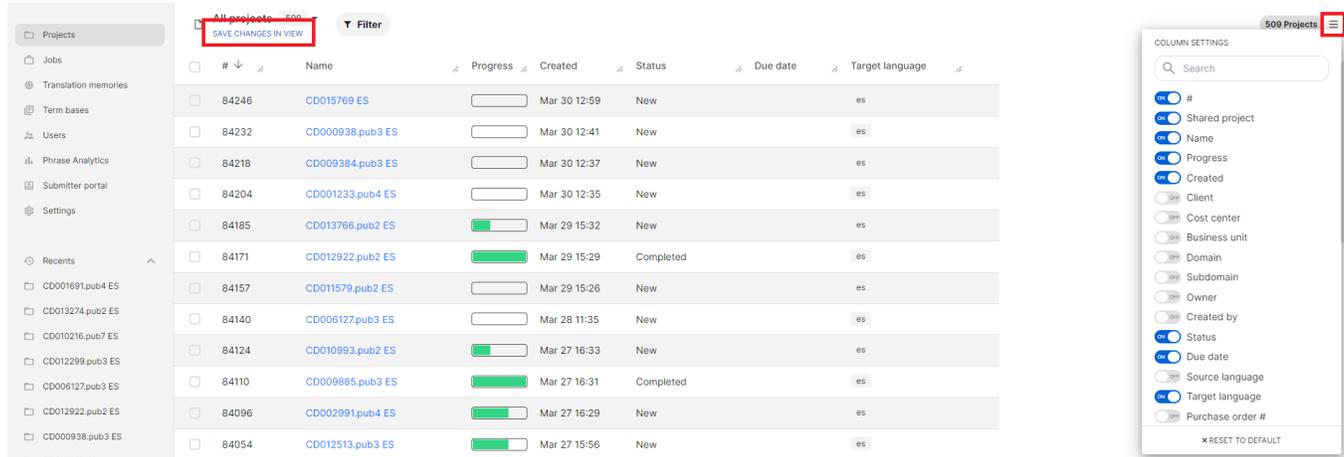


Customise the list of projects

You can modify which information you see in the list of projects.

Click on the "Column Settings" button on the top right corner of the list of projects, and select the details you would like to see in your list of projects. Then click the "Save changes in view" button at the top left.



You can select to see one or more of the following details in your list of projects:

Name	Description
#	The project number. When a project is created, it gets a number assigned to it in numerical order across all languages. The higher the number the newer the project. As you only see the projects of your language, you won't see all numbers.
Name	Name of the project
Progress	Shows the progress of the project
Created	Date when the project was created on Phrase. For Review projects, this usually corresponds to the publication date of the Review, unless it was created manually.
Client	We do not use this for Cochrane. This can be used if a translation company works on projects for different clients.
Cost Center	We do not use this for Cochrane. This can be used if projects are paid via different budgets.
Business Unit (BU)	A department or team. For Cochrane, we use the BU to differentiate the projects of different translation teams. We have one Business Unit per language.
Domain	Projects and users can be categorised with a domain, e.g. medicine, or law. We do not use this information for Cochrane at the moment.
Subdomain	Projects and users can be categorised with a subdomain, e.g. internal medicine, or oral health. We do not use this information for Cochrane at the moment.
Owner	The project owner can receive notifications about a project, for example, if a linguist completes a job. The owner of a project is usually one of the translation project managers for each language.
Status	A project can have different statuses: New, Emailed, Accepted, Declined, Completed, Delivered, Cancelled.
Due	A project can have a due date by which it should be completed if you indicate one.
Source	The original language of a project that should be translated. For Cochrane, that is usually English.
Target Languages	The language(s) into which a project will be translated.
Job Board	We do not use this for Cochrane. The Job Board allows you to find professional translators to work on your projects.

Purchase
Order #

We do not use this for Cochrane. This is part of the Job Board feature.