

# Manage a figshare project

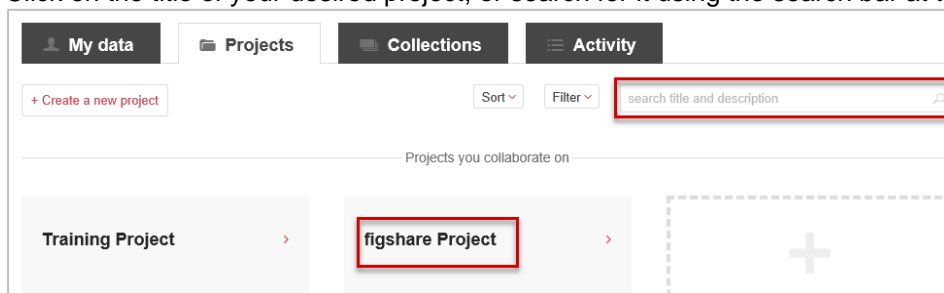
## Introduction

When you create a project in figshare, you become the owner. This allows you to edit or delete items and notes for the entire project. Collaborators can only add, edit and delete their own items.

## Procedure

### Edit/Delete a project

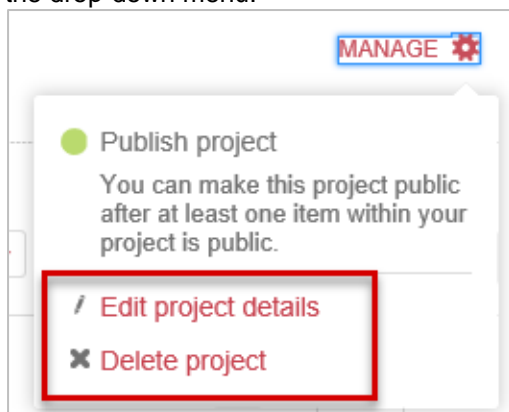
1. Go to **My data**.
2. Click on the **Projects** tab.
3. Click on the title of your desired project, or search for it using the search bar at the top right corner.



4. Click on **MANAGE** to the far right of the project menu.



5. Click **Edit project details** (to change the project's metadata, or add new members) or **Delete project** from the drop-down menu.

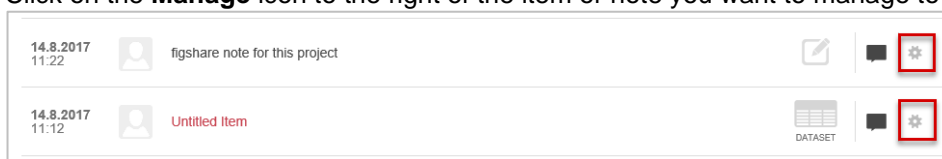


**Note:** Projects which include items cannot be deleted. If you would like to delete a project which contains items, you will need to either remove or delete those items first.



## Manage items within a project

1. Click on the **Projects** tab.
6. Click on the title of your desired project, or search for it using the search bar at the top-right corner.
7. Click on the **Manage** icon to the right of the item or note you want to manage to display a drop down menu.



Options for Items and Notes will be as follows:

### Item

- Edit item – select to edit the metadata associated with the item.
- Remove item from project – select to move the item from project to your **My data** tab.
- Delete item – select to delete the item from the project.

### Note

- Edit note – select to edit the note.
- Delete item – select to delete the note.

## Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>