

Projects Tip

Did you know that FootPrints can be used for multiple functions by different groups or departments using projects?

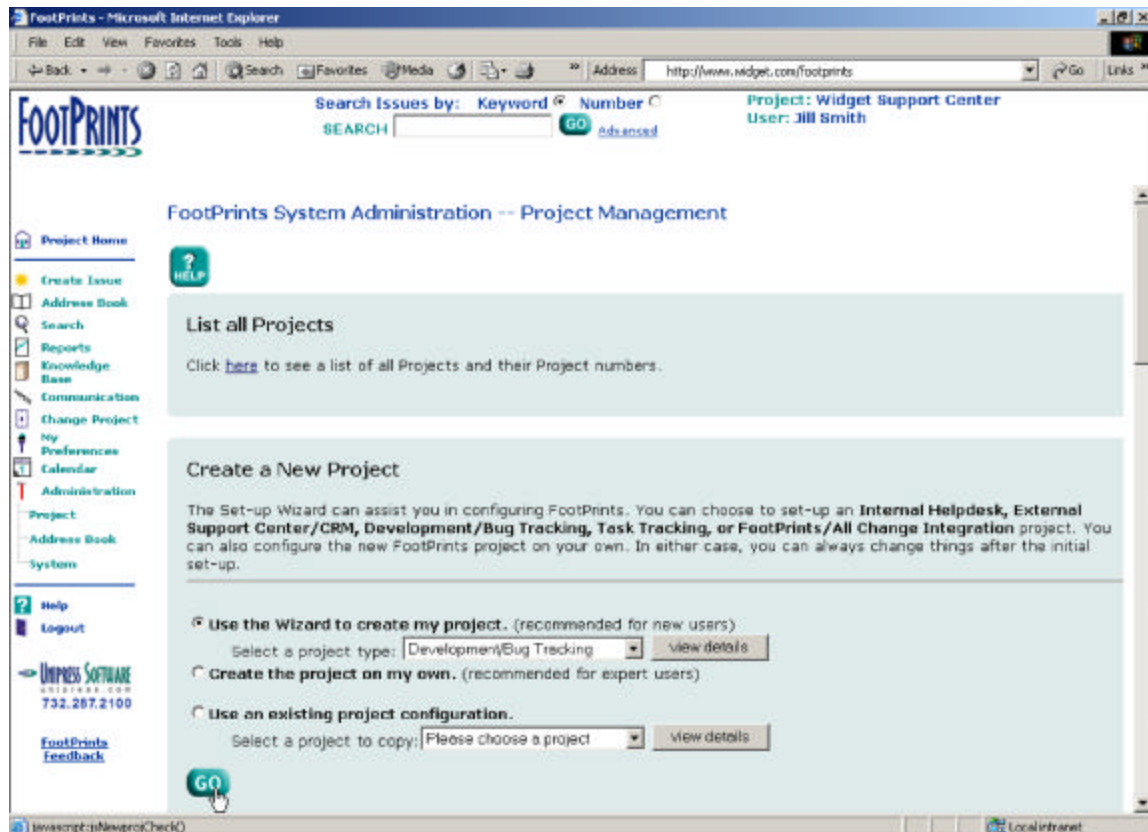
While you may use FootPrints initially for one primary function, such as Internal Corporate Help Desk or Customer Problem Management, different groups throughout your organization can benefit from the FootPrints web-based interface for tracking general issues, administrative functions, development bug tracking, sharing documents, and more. Each project you create is a sub-database within FootPrints with its own fields, forms, users and settings.

A project can be set up in just a few minutes, and you control who can access each project. There is no limit to the number of projects you can create in FootPrints!

To create a new project, you must be logged in as a System Administrator. Simply select the "Projects" option from the System Administration screen, and choose whether to create a new project using the wizard, from scratch, or copying an existing project template. After creating the project, you can add additional fields, create escalation rules, and add existing or new users to the project. Users can use the "Change Project" option that appears on their FootPrints toolbar to switch between projects.

While each project database is separate, there is cross-project functionality, including moving and copying issues between projects, cross-project reporting, and the sharing of Address Books between projects.

Please contact UniPress Software for more information on creating new projects, or consult the [FootPrints Documentation](http://www.unipress.com/MRcgi/MRwriteHelp.pl).
(link to <http://www.unipress.com/MRcgi/MRwriteHelp.pl>).



The screenshot shows the FootPrints System Administration web interface. The browser window title is "FootPrints - Microsoft Internet Explorer". The address bar shows "http://www.widget.com/footprints". The page header includes a search bar with "Search Issues by: Keyword" and "Number" options, and a "GO" button. The user is logged in as "User: Jill Smith" for the "Project: Widget Support Center". The main content area is titled "FootPrints System Administration -- Project Management" and contains several sections: "List all Projects" with a link to see a list of all projects, "Create a New Project" with a description of the Set-up Wizard, and three radio button options: "Use the Wizard to create my project.", "Create the project on my own.", and "Use an existing project configuration.". The "GO" button is highlighted with a mouse cursor.

Create multiple project databases for different departments' tracking needs using our Project Wizard.