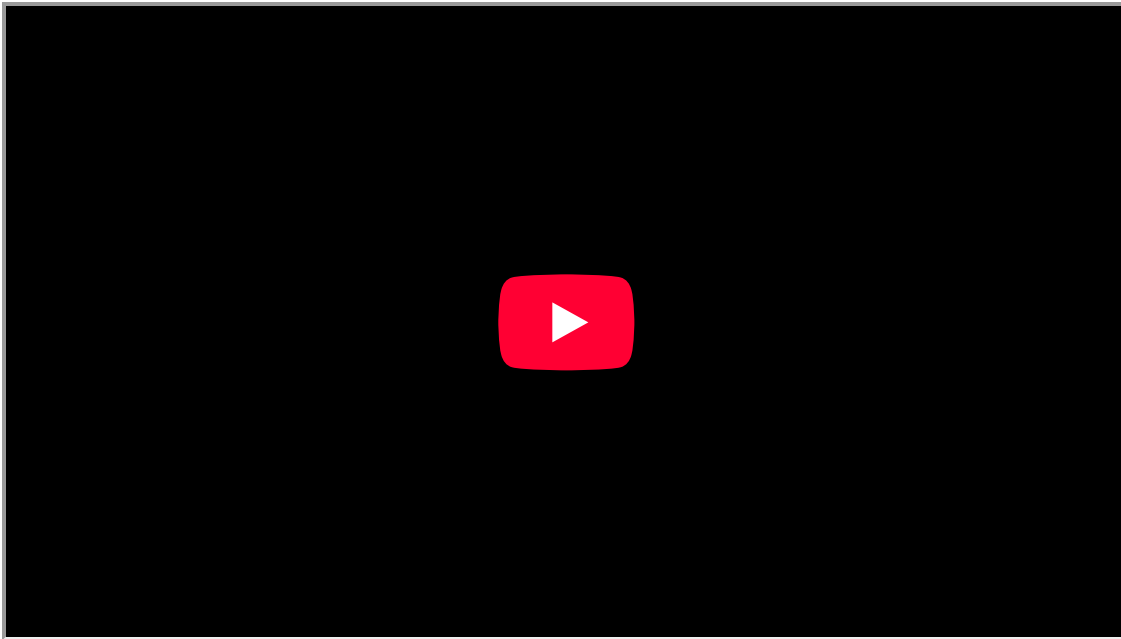




# Projects List View

Projects list view gives a quick snapshot of all the projects that you are part of. Users can see the status of the project, start and end date, planned and actual costs, budget details and more. The fields displayed can be customized to show custom fields or even disable fields.



## Benefits:

- Track, sort and filter projects based on your requirements
- Edit existing projects
- Export Projects
- Inline edit project fields
- Archive or trash projects

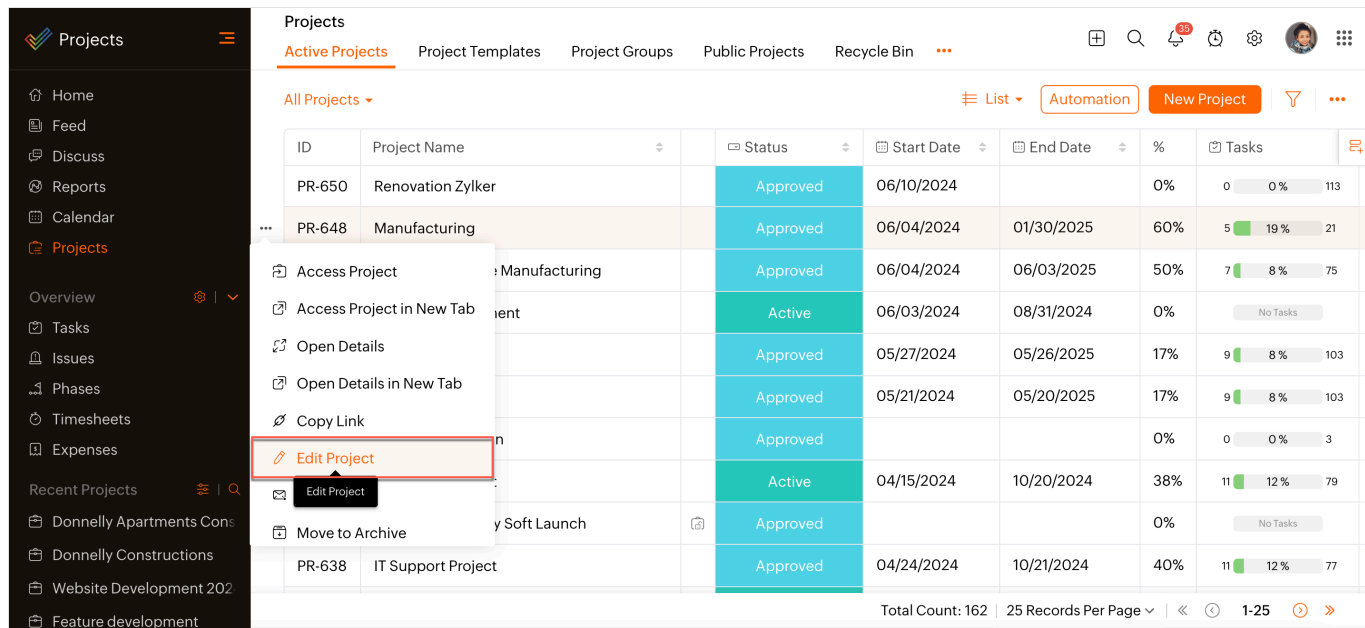
## All Projects

This section lists all your projects in the portal. By default, you will see all the Active Projects.

1. Click the **Projects** tab in the left navigation panel.
2. View all the active projects in your portal.

## Edit a Project

1. Click **Projects** in the left navigation panel.
2. Hover over a project.
3. Click **⋮** or right-click and select the **Edit** option from the context menu.
4. Update the necessary fields. The changes will be saved automatically



The screenshot displays the Zoho Projects application. On the left is a dark sidebar with navigation options like Home, Feed, Reports, and Projects. The main area shows a list of projects under the 'Active Projects' tab. A table lists projects with columns for ID, Project Name, Status, Start Date, End Date, Progress, and Tasks. A right-click context menu is visible over the 'Manufacturing' project (ID: PR-648), with the 'Edit Project' option highlighted in red. The menu also includes options like 'Access Project', 'Open Details', 'Copy Link', and 'Move to Archive'.

ID	Project Name	Status	Start Date	End Date	%	Tasks
PR-650	Renovation Zylker	Approved	06/10/2024		0%	0 0 % 113
PR-648	Manufacturing	Approved	06/04/2024	01/30/2025	60%	5 19 % 21
	Manufacturing	Approved	06/04/2024	06/03/2025	50%	7 8 % 75
	ment	Active	06/03/2024	08/31/2024	0%	No Tasks
		Approved	05/27/2024	05/26/2025	17%	9 8 % 103
		Approved	05/21/2024	05/20/2025	17%	9 8 % 103
	n	Approved			0%	0 0 % 3
		Active	04/15/2024	10/20/2024	38%	11 12 % 79
	y Soft Launch	Approved			0%	No Tasks
PR-638	IT Support Project	Approved	04/24/2024	10/21/2024	40%	11 12 % 77

Total Count: 162 | 25 Records Per Page | 1-25



- Project fields can be edited inline. Click on a field in the list view to edit it.
- The *Billing Method* field cannot be edited if an invoice already exists for the project

**If you are unable to generate an invoice after updating the project billing to staff hours, delete the old invoices and create a new one.**

## Hide Project Column

1. Click Projects in the left navigation panel.
2. Hover over the column name which you would like to hide.
3. Right-click and select Hide Column from the context menu.

The screenshot shows the Zoho Projects interface. On the left is a dark sidebar with navigation options: Home, Feed, Discuss, Reports, Calendar, Projects (highlighted), Overview, Tasks, Issues, Phases, Timesheets, Expenses, Recent Projects, and a list of recent projects. The main area is titled 'Projects' and has tabs for 'Active Projects', 'Project Templates', 'Project Groups', 'Public Projects', and 'Recycle Bin'. A dropdown menu is open over the 'Start Date' column header, showing options: 'Apply Filter', 'Insert Column Before', 'Insert Column After', and 'Hide Column' (which is highlighted with a red box). The table below lists various projects with columns for ID, Project Name, Status, Start Date, End Date, Progress %, and Tasks.

ID	Project Name	Status	Start Date	End Date	%	Tasks
PR-650	Renovation Zylker	Approved	06/10/2024		0%	0 0% 113
PR-648	Manufacturing	Approved	06/04/2024		60%	5 19% 21
PR-647	Automobile Spare Manufacturing	Approved	06/04/2024		50%	7 8% 75
PR-644	Feature development	Active	06/05/2024		0%	No Tasks
PR-643	Construction	Approved	05/27/2024	05/26/2025	17%	9 8% 103
PR-642	Construction	Approved	05/21/2024	05/20/2025	17%	9 8% 103
PR-641	Check Dam Design	Approved			0%	0 0% 3
PR-640	IT Support Project	Active	04/15/2024	10/20/2024	38%	11 12% 79
PR-639	Production Facility Soft Launch	Approved			0%	No Tasks
PR-638	IT Support Project	Approved	04/24/2024	10/21/2024	40%	11 12% 77

Total Count: 162 | 25 Records Per Page | 1-25

## Add Column

1. Click **Projects** in the left navigation panel.
2. Click Add column in the upper-right corner.
3. Hover over the field that you would like to add as a column.
4. Click Add.

## Archived Projects Listing

This section lists the projects that have been archived.

1. Click **Projects** in the left navigation panel.
2. Click **...**, then click **Archived Projects**.

The screenshot shows the Zoho Projects interface with the 'Archived Projects' tab selected. A dropdown menu is open over the 'More Tabs' button, showing the 'Archived Projects' option highlighted with a red box. The table below lists archived projects with columns for ID, Project Name, Status, Start Date, End Date, Progress %, and Tasks.

ID	Project Name	Status	Start Date	End Date	%	Tasks
PR-627	Sales Planning	In Progress	04/17/2024	06/16/2024	36%	1 16% 5
PR-626	Product Launch	Active	04/16/2024	07/19/2024	34%	1 3% 27
PR-625	Donnelly Constructions	To be tested	04/22/2024	09/09/2024	0%	No Tasks
PR-623	Product Launch	In Progress	04/05/2024	07/12/2024	35%	1 3% 26
PR-622	Zylker Construction	Active	04/03/2024	04/04/2025	20%	13 9% 123
PR-621	Marketing campaigns	Active	04/03/2024		38%	2 13% 13
PR-620	Donnelly Constructions	On Hold	04/08/2024	10/07/2024	0%	No Tasks
PR-611	Website Development 2024	On Hold	03/27/2024	04/25/2024	0%	No Tasks
PR-610	Security Audit for Zylker Technologies	Reopen	04/02/2024	04/17/2024	0%	0 0% 6
PR-608	Staff budget	Approved	03/31/2024	04/30/2024	0%	No Tasks

Total Count: 163 | 25 Records Per Page | 1-25

# Archive a Project

1. Navigate to **Projects** in the left navigation panel.
2. Hover over a project.
3. Click **⋮** or right-click and select the **Move to Archive** option.

When you archive a project, it will be moved to the **Archived Projects** section. You can archive and un-archive projects.

# Trash a Project


1. Navigate to **Projects** in the left navigation panel.
2. Hover over a project.
3. Click **⋮** or right-click and select Trash Project.
4. Confirm your action.

Trashed projects can be recovered within 30 days.


# Trashed Projects

Projects in the trash can be [recovered within 30 days](#). The projects will be permanently deleted after this time frame. Projects can also be manually deleted from the *Recycle bin* tab. This action is permanent.

# Restore Projects

1. Click **Projects** in the left navigation panel.
2. Click the *Recycle Bin* tab.
3. Click restore icon () in the specific project to move the project to it's original destination (either archived or active projects).


# Delete Projects

1. Click **Projects** in the left navigation panel.
2. Click the *Recycle Bin* tab.
3. Click  to delete the specific project permanently.



## View Project Budget

View your planned versus actual cost and cost variance details in the project list view. You can view this only if budget is enabled in the setup page. If your project is based on hours then Hours Remaining column shows the difference between planned and actual hours or if it is based on the amount then Cost Variance column highlights the difference in planned and actual cost. Also, you can choose the columns to be displayed by clicking. [Learn more](#) about creating a budget.

 Apply filters on the top right tab to view the projects which are budget at risk, overrun, or surplus.

## Export Projects

Users can export projects from the list view.

1. Click the **Projects** tab in the left navigation panel.
2. Click **•••** in the upper-right corner and click Export Projects.
3. Select the file type (XLSX or CSV).
4. Select the fields that need to be exported.
5. Click **Export**.

Projects

Home

Feed

Discuss

Reports

Calendar

Projects

Overview

Tasks

Issues

Phases

Timesheets

Expenses

Recent Projects

Donnelly Apartments Cons

Donnelly Constructions

Website Development 202

Feature development

Projects

Active ProjectsProject TemplatesProject GroupsPublic ProjectsRecycle Bin

ListAutomationNew Project

ID	Project Name	Status	Start Date	End Date	
PR-650	Renovation Zylker	Approved	06/10/2024		
PR-648	Manufacturing	Approved	06/04/2024	01/30/2025	
PR-647	Automobile Spare Manufacturing	Approved	06/04/2024	06/03/2025	50%78%75
PR-644	Feature development	Active	06/03/2024	08/31/2024	0%No Tasks
PR-643	Construction	Approved	05/27/2024	05/26/2025	17%98%103
PR-642	Construction	Approved	05/21/2024	05/20/2025	17%98%103
PR-641	Check Dam Design	Approved			0%00%3
PR-640	IT Support Project	Active	04/15/2024	10/20/2024	38%1112%79
PR-639	Production Facility Soft Launch	Approved			0%No Tasks
PR-638	IT Support Project	Approved	04/24/2024	10/21/2024	40%1112%77

Total Count: 16225 Records Per Page1-25

Project Timeline ICSExport ProjectsHelp