

# Edit a project

Once a project is created in the WeSolve platform, it may become necessary to update or modify certain aspects of the project to reflect changes in strategy, feedback, or objectives. The **Edit a Project** feature is designed to provide administrators with the flexibility to make these changes efficiently while maintaining the integrity of the project's core components.

## Accessing the Edit Page

To edit an existing project:

1. Navigate to the `Projects` section from the left-side menu.
2. Choose the project you wish to edit from the list of available projects.
3. Click on the 'Edit' option, usually represented by a pencil icon, next to the project's title or within the project's detailed view.

## Editable Options

While in the 'Edit a Project' mode, you can modify a wide range of settings and content, similar to the options available during the initial creation of the project:

### **Content Modification:**

- **Title:** Update the title of the project to better align with its current focus or strategy.
- **Description:** Revise the project's description to reflect any changes or to add additional clarity and detail.
- **Objective:** Reassess and edit the project's objectives to ensure they are relevant, achievable, and aligned with current goals.
- **Target Users:** Adjust the defined primary audience or participants of the project as needed.
- **Notes:** Add or modify any notes or instructions that are relevant to the project's execution or context.
- **Publishing Date:** Change the date when the project content becomes publicly visible if the timeline has been adjusted.
- **Visibility Settings:** Update the visibility to 'Public' or 'Registered Users' based on the evolving needs or strategy of the project.
- **Start and end date:** Modify the start and end dates to align with the project's current schedule or timeline.
- **Category:** Reassign the project's category if the focus or theme of the project has shifted.
- **Groups:** Alter the groups to whom the project is exclusively visible, ensuring it reaches the intended audience.

- Cover Image: Replace or update the cover image to refresh the project's visual appeal or to reflect the project's current theme.

## Non-Editable Option

- Language: The language of the project, as set during the initial creation, remains constant and cannot be altered. This ensures consistency in communication and content delivery throughout the project's lifecycle.

# Saving Changes

After making the necessary edits, click on 'Save' to update the project with the new settings and content. This action will immediately reflect the changes in the project's presentation and accessibility based on the modified parameters. Ensure that all modifications are thoroughly reviewed and align with your project's goals and strategy before saving.

---

Revision #8

Created 20 January 2024 20:21:13 by WeSolve

Updated 14 April 2024 12:09:05 by WeSolve