

## System Admin: Creating Project Guides

Version V3.10.32: 24 March 2012

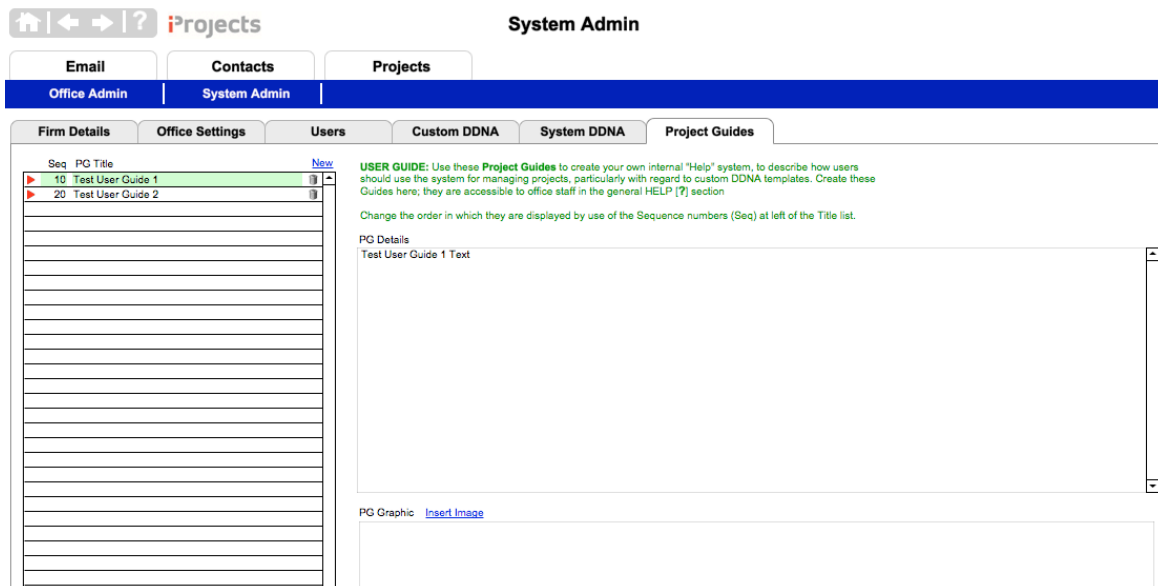
### Project Guides

Project Guides are user-created templates to help staff “get it right first time” and to ensure that the firm’s procedures are followed at the project level. They are accessed via the Help system (see UserGuide 1.5: **Using the Help Features**).

Project Guides are an integral part of the **iProjects** Corporate Memory system – always there, where users need them.

Firms can create unlimited Project Guides. The master for Project Guides is available on the System Admin menu (Admin access required).

To see the Details and any Images for any Project Guide, simply click the red arrow, left side.



To create your own user guide on a particular topic:

1. Click [New](#).
2. Type title and content into the field Details.
3. Click [Insert Image](#) to insert screenshots.