4. How to Edit a Project

Once a Project has been created, you can update its settings and manage its members from the Edit Project page. Follow the steps below to keep your Projects up to date or to delete one when it's no longer needed.

1. Open the Projects List
In the left-hand navigation menu, click **Projects** to display all existing projects as cards.

2. Enter Edit Mode
Locate the card for the Project you wish to change. Click the Edit (✏) icon in the top-right corner of that card. This opens the **Edit Project** form pre-populated with the current settings.

3. Update General Settings
In the **General** section, you can modify the core Project attributes:
Name: Update the Project's display name.
Key: Read-only after creation and cannot be changed.
Language: Change the default language for the Project.
Website: Update or add the associated Project URL.
Project color: Select a new color from the available swatches to visually distinguish the Project in the UI.

4. Use as organization unit
This toggle determines whether the Project also functions as an organizational entity.
When **disabled**, organization-specific fields are hidden.
When **enabled**, additional legal and contact information becomes available and may be required.

This setting is optional and depends on how your organization structures Projects.

5. Custom fields
Custom fields allow you to view or update structured, schema-based metadata attached to the Project.
Select a schema node to view or modify associated data.
Available fields depend on your system configuration.
Custom fields extend Project data without changing core settings.

6. Manage Project Membership
The **Members** panel on the right shows all users currently assigned to the Project.
Add a member: Click **+ Add member** to assign an existing user to the Project.
Search members: Use the search field to filter members by name or email. To add a new user to this list, go to the Employees tab.
Remove a member: Click the trash icon next to a member to revoke their access to the Project.

Changes are applied immediately after saving.

7. Apply Your Changes

Once you’ve made all necessary edits:

Click **Save** in the bottom-left corner.

The form will close, and you’ll return to the Projects list with all updates applied immediately.

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