

Chapter 5. The Project Manager

Overview

A SeqWeb project is similar to a file folder, where you can accumulate related information. In SeqWeb, you can organize related sequences together in a project, along with program results. SeqWeb provides two utilities for managing projects: the Project Manager and the Results Manager. The Project Manager lets you create, modify, and delete projects. The [Results Manager](#) automatically saves the program results associated with a project and lets you view, modify the description of, and delete the results.

What is the Project Manager?

The Project Manager lets you set up a separate SeqWeb project for each different sequence analysis project on which you are working. It also lets you share sequences with other members on a project. Each project may be associated with a separate set of sequences and perhaps a different group of members. You can be a member of one or more projects.

If you have access to the Project Manager, you can create new projects, select from existing projects, modify the description of or member accessibility of an existing project, e-mail members about news concerning a project, and delete projects.

Note that everyone who has access to the Project Manager also has access to the [Results Manager](#).

What is a default project?

If you have access to the Project Manager, you do not need to create projects to use SeqWeb. SeqWeb automatically provides a “default” project to which only you have access. Sequences and analysis results within the default project are not accessible to other SeqWeb users.

If you do not have access to the Project Manager, the default project is the only project to which you can load sequences.

Who can use it?

See your GCG system manager to obtain access to the Project Manager.

How do I use it?

To use SeqWeb with the Project Manager, you

1. [Define projects](#) in the Project Manager and specify who is a member of each one. You can modify who is a member of a project at any time.
2. [Select a project](#) to work on.
3. [Load sequences](#) specific to the project.
4. Select and [run](#) Wisconsin Package programs on the sequences available for the selected project.

To use sequences in a different project, use the Project Manager to select a different project.

Note You cannot run an analysis in SeqWeb with sequences from two different projects.

Only those SeqWeb users who have been defined as members of a project have access to the sequences within that project. Note that anyone who is a member of a project can add, modify, or delete sequences from a project; modify the description of a project; add other members to the project; or even delete a project or another member from a project.

Where can I find it?

You can find the name of your currently loaded project listed toward the top of the Sequence Manager, Project Manager, and Results Manager pages.

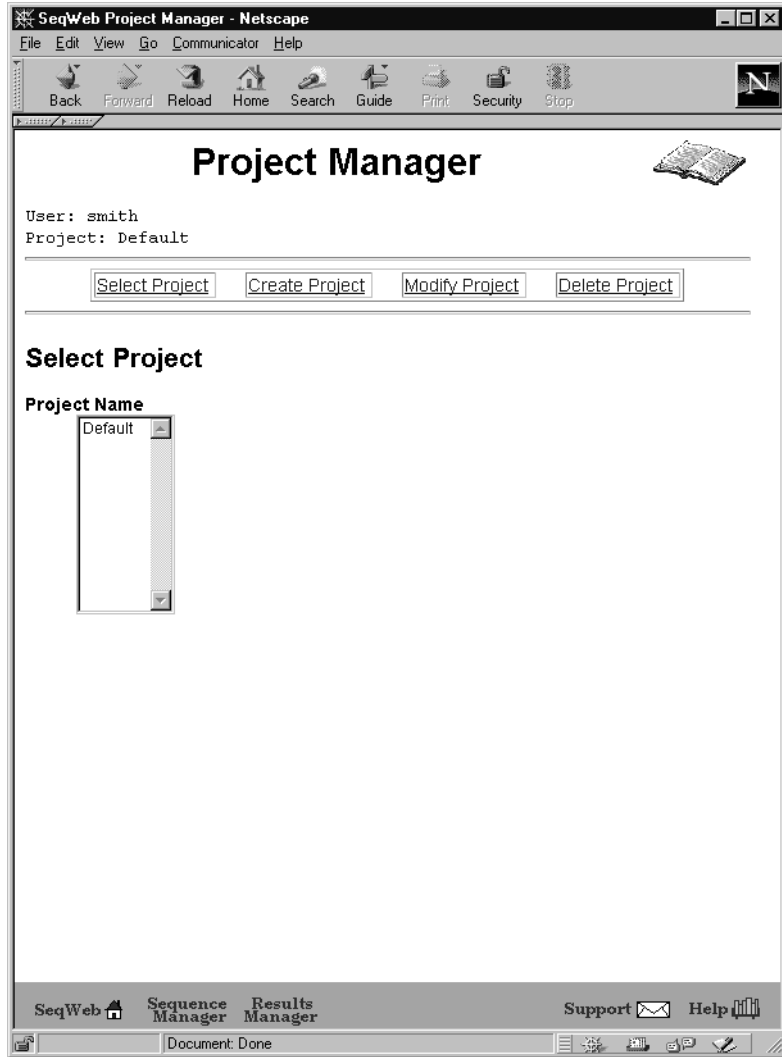
To display the Project Manager page:

1. Select Sequence Manager from the bottom SeqWeb frame.

The Sequence Manager page loads.

2. Select Project Manager from the bottom SeqWeb frame.

The Project Manager page loads.



Selecting a Project

1. Select Sequence Manager from the bottom SeqWeb frame.

The Sequence Manager page loads.

2. Select Project Manager from the bottom SeqWeb frame.

The Project Manager page loads.

3. Click Select Project.

The Select Project page loads, listing all the projects to which you have access. Note that you will always have a default project in your list.



4. Select a project in the `Project Name` list.

SeqWeb displays the description of the selected project as well as lists all people who are members of the project.

5. Click Select.

SeqWeb loads the project and returns to the Sequence Manager page, where you'll see the newly selected project listed toward the top of the page.

Creating a New Project

1. Select Sequence Manager from the bottom SeqWeb frame.

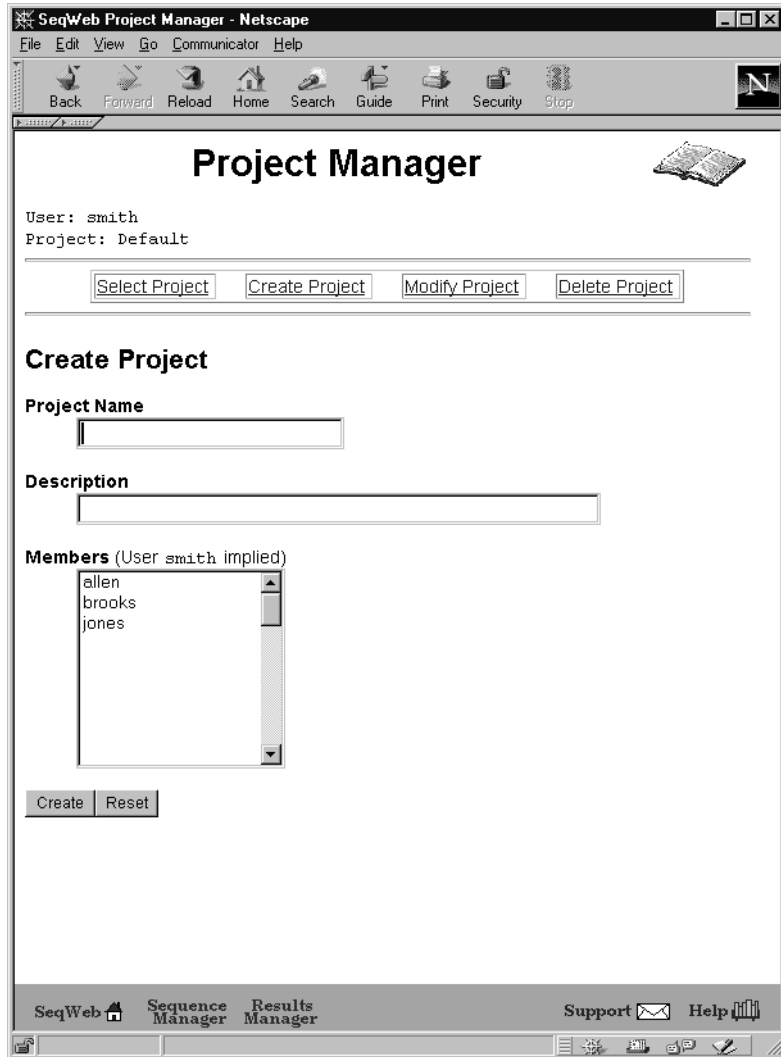
The Sequence Manager page loads.

2. Select Project Manager from the bottom SeqWeb frame.

The Project Manager page loads.

3. Click Create Project.

The Create Project page loads.



4. Complete the following fields:

Project Name: (required) Type a unique name for your project.

Description: (optional) Type a description of your project.

Members: (optional) Select the people who will have access to your project. As the person setting up the project, you are an automatic member of it.

5. Click Create.

SeqWeb creates a new project and adds it to the list of available projects. You must use the [Select Project](#) function to select the project for use.

Modifying an Existing Project

Note You cannot modify your default project, and you cannot remove yourself as a member of a project.

1. Select Sequence Manager from the bottom SeqWeb frame.

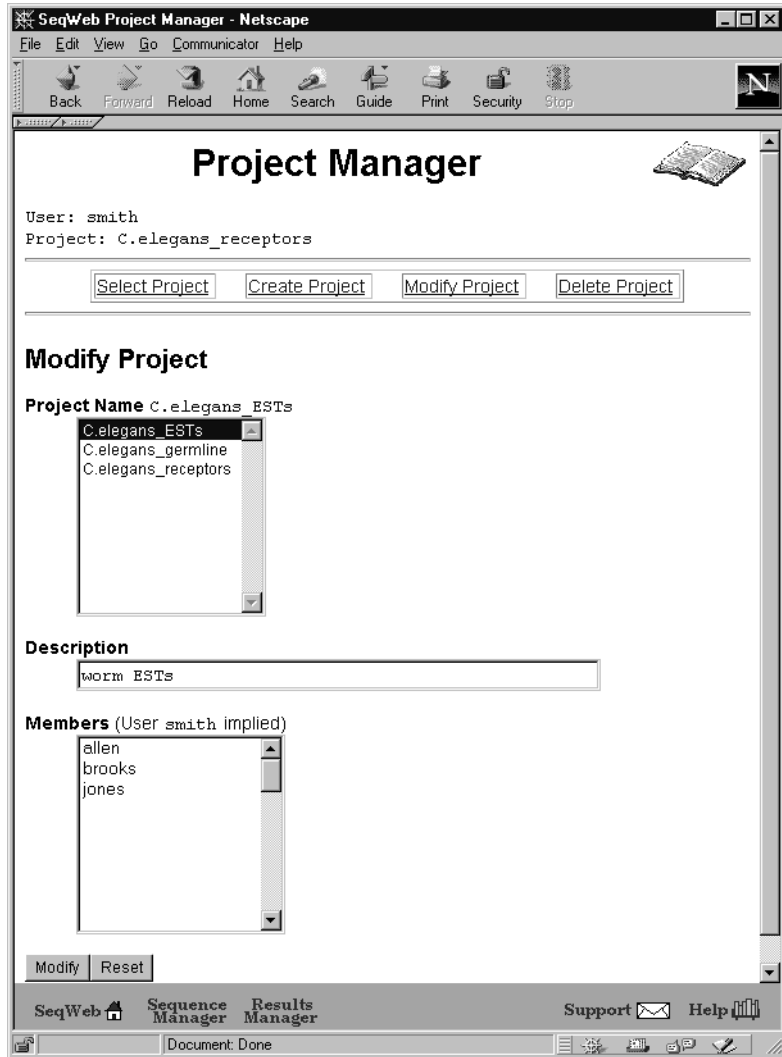
The Sequence Manager page loads.

2. Select Project Manager from the bottom SeqWeb frame.

The Project Manager page loads.

3. Click Modify Project.

The Modify Project page loads.



4. Select a project within the **Project Name** list.
5. Modify the **Description** text box or **Members** list as necessary.
6. Click **Modify**.

SeqWeb modifies the project and indicates its status below the “Modify Project” heading.

Deleting an Existing Project

1. Select Sequence Manager from the bottom SeqWeb frame.

The Sequence Manager page loads.

2. Select Project Manager from the bottom SeqWeb frame.

The Project Manager page loads.

3. Click Delete Project.

The Delete Project page loads, listing all the projects to which you have access.

4. Select a project in the `Project Name` list.

The Delete Project page displays the description of the selected project as well as lists the name of each project member.

Note You cannot delete your default project.



5. To notify all project members that the project will be deleted, click [Send E-mail to All Members](#) and type an appropriate message in the e-mail window that appears.
6. Click Delete.

SeqWeb deletes the project and indicates its status below the “Delete Project” heading.

E-mailing All Members of a Project

There may be times when you want to e-mail all members of a project to relay some news. SeqWeb provides a quick and easy way to do so.

1. Select Sequence Manager from the bottom SeqWeb frame.

The Sequence Manager page loads.

2. Select Project Manager from the bottom SeqWeb frame.

The Project Manager page loads.

3. Click Select Project.

The Select Project page loads, listing all the projects to which you have access.

4. Select a project in the `Project Name` list.

SeqWeb loads a description of the project and its member list.

5. Click `Send E-mail to All Members`.

An e-mail window appears.

6. Type an appropriate message in the e-mail window.

7. Click Send.