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| **Spatial Temporal Activity Recorder (STAR)** |
| **How to find, view or edit a project** |

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| Find, View or Edit a project |  |
| To view or edit an existing project a User can:  1. Select ‘Projects’ from the main Menu at the top of the screen. When projects are selected from the main menu all projects in STAR are displayed in the order in which they were added to the system  2. Navigate via the program that the project is associated with (select Program from the main menu, click the program name hyperlink from the Program list, then select Project list from the quick menu on the Edit Program screen.)  The project Name hyperlink, when clicked will open the Project. |  |
| Note: When ‘Projects’ is selected from the main Menu at the top of the screen the projects are listed in the order they were added to STAR.  To find a project, users have the option of searching for the project via its code, its name or the project manager. Clicking on the title sorts the entries via alphabetical order. To refine the search users can use the filters |  |
| Selecting the project hyperlink takes users to the ‘Edit Project’ page.  The Quick menu on the left of the Edit Project page is for navigating to entities associated with the project.  Users can navigate to various parts of project from the Quick Menu by clicking the hyperlinks.  See:  [Project Attachments](https://delwpvicgovau-my.sharepoint.com/personal/lucia_suarezcarvajal_delwp_vic_gov_au/Documents/KDS/Foundation%20Systems/STAR/STAR%20How%20to%20guides/HowTo_FindViewEdit_Project_Dec15.docx#_Project_Attachments)  Project Permissions  Project Reports  [Zones](https://delwpvicgovau-my.sharepoint.com/personal/lucia_suarezcarvajal_delwp_vic_gov_au/Documents/KDS/Foundation%20Systems/STAR/STAR%20How%20to%20guides/HowTo_FindViewEdit_Project_Dec15.docx#_Zones)  [Activities (adding or editing](https://delwpvicgovau-my.sharepoint.com/personal/lucia_suarezcarvajal_delwp_vic_gov_au/Documents/KDS/Foundation%20Systems/STAR/STAR%20How%20to%20guides/HowTo_FindViewEdit_Project_Dec15.docx#_Activities_(adding_or).  Note Activities includes Fauna Assessment, Flora Assessment, Weed Management, Pest Management and Engagement. |  |

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