My Project

What is it?

The ‘My Project’ feature allows you to **create and organize your own and personal workspace** in EDMS. You can have a project structure and documents. You will be able to create them according to the Contexts you have access.

How does it work?

Access your personal project by using the “My Project” button on the EDMS home page:

When you click on the button for the **first time**, EDMS automatically creates your personal project as “your Name + Surname”:

![My Project button on EDMS home page](image)
You can then create your own workspace, starting, for example, with creating sub-projects or attaching existing ones:

Once, and if necessary, you have defined your project structure; you can create Documents or attach existing ones:
My Project access rights

The write access rights to your project are reserved for yourself only (Restricted project). Practically, you are the only person with the grants to create Projects or Documents there.

Keep in mind that Projects and Documents created in your workspace inherit the access rights defined by their Context. This means that if you use a widely accessible context, others can see your personal documents! If you wish to avoid this, please contact your local administrator and request the creation of a personal context.