

Manage projects

August 5, 2022 • Jan Cerman • 5 min read

Create multiple projects to better structure your operations when working with multiple clients. A project is the primary organizational unit of your content.

Switch between your projects using the project switcher in the top toolbar. You can only manage the projects you have created. Once your project is no longer needed, you can archive it.

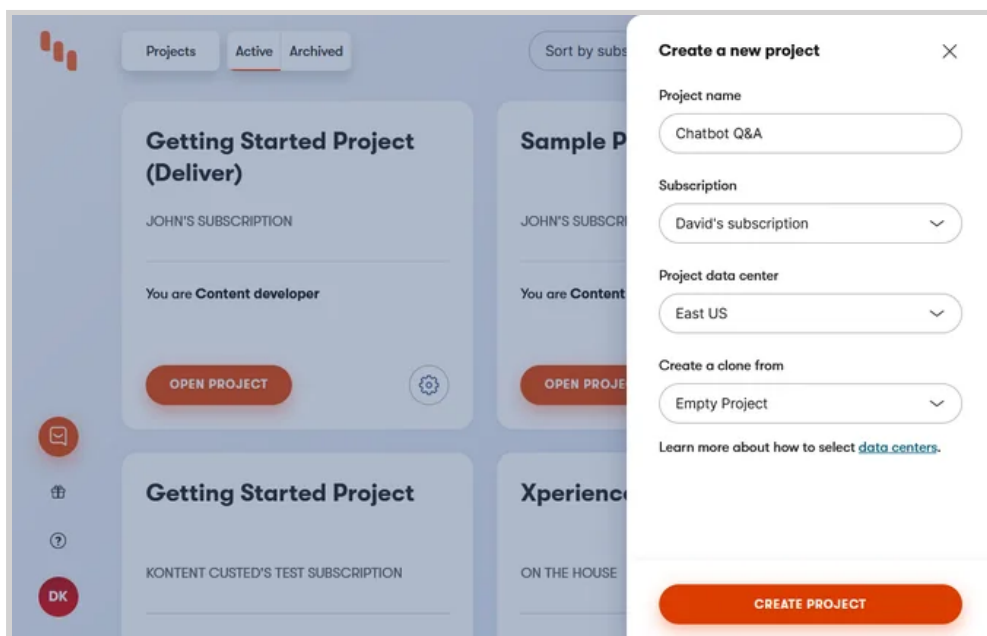
Create projects

There are a few things to keep in mind when creating a new project:

- Selecting a [data center](#) is only possible with [paid plans](#). If you're on the free trial plan, this option is disabled for you and your data will be automatically stored in the default data center, which is located in the East US.
- In the [project templates](#) listing, you will only see active projects in which you are the [subscription admin](#) and these projects need to be under the [Business plan or higher](#).

To create a new project:

1. In [Kontent.ai](#), click your initials in the bottom left corner.
2. Select **Projects**.
3. Click **Create new project** in the top right corner.
4. Type a name of the project.
5. Select a subscription for the project.
6. Select a [data center](#) for your data.
7. (Optional) Select an existing project to be used as a [template](#).
8. Click **Create project**.




Moving a project under a different subscription

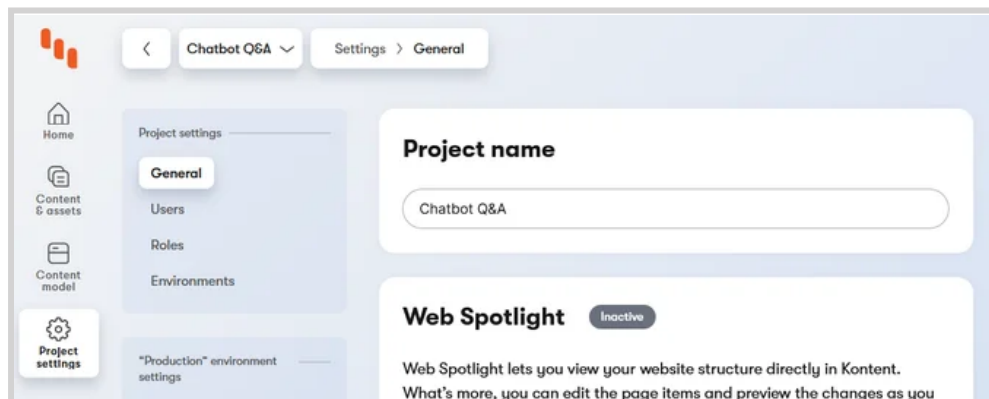
Subscription admins of both the original and the target subscriptions can [move a project between subscriptions](#) using project cloning.

Rename projects

Want to change a project name? If you're a [subscription admin](#), you can rename the project at any time.

1. In [Kontent.ai](#), open the project you want to rename.
2. From the app menu, select  **Project settings**.
3. Type a new name into **Project name**.

The changes are saved automatically.



Create a sample project

If you want to see a fully-featured project with a website and mobile app, you can create a Sample Project. The Sample Project contains marketing content for Dancing Goat – an imaginary chain of coffee shops.

1. In [Kontent.ai](#), click your initials in the bottom left corner.
2. Select **Projects**.
3. At the bottom of the list, click **Create complete sample project**.
4. Select a subscription for the project.
5. Click **Create project**.

Once you have your own Sample Project, you can use it to [run our sample apps](#) or [build your own app](#).

Archive projects

Only [subscription admins](#) can archive projects.

What happens with archived projects?


When you archive a project, it means that its content cannot be accessed anymore and all [Kontent.ai APIs](#) for that project are disabled.

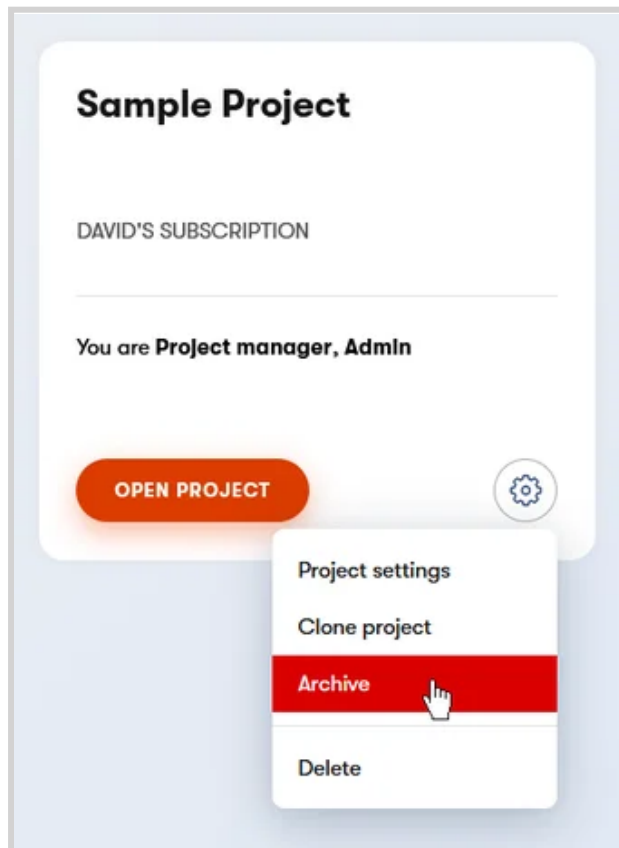
Here's a list of the most important things that are disabled after archiving:

- The Delivery API will be disabled. This **may break live applications** that retrieve content from the project.
- All contributors on the project will be deactivated and won't count towards your [current usage](#) (unless some of those contributors are still active in other projects).
- No one will be able to access the project anymore until you activate it again.

 Content items and assets in archived projects don't count towards your [usage](#).

To archive a project:

1. In [Kontent.ai](#), click your initials in the bottom left corner.
2. Select **Projects**.
3. On the card of the project you want to archive, click .
4. Select **Archive**.



Restore projects

1. In **Projects**, select the **Archived** tab.
2. For the project you want to restore, click **Restore project**.

After restoring, make sure to **activate contributors** who were invited to the project so they can start working on the content again.


Delete projects

If you don't need a project anymore, you can also delete it. It's useful to clean up the growing list of archived projects if you're, for example, cloning your projects for continuous integration purposes or experimenting with different content models.

When you delete a project, all of its content, settings, and languages are deleted, and all users lose access to it. This action is irreversible.

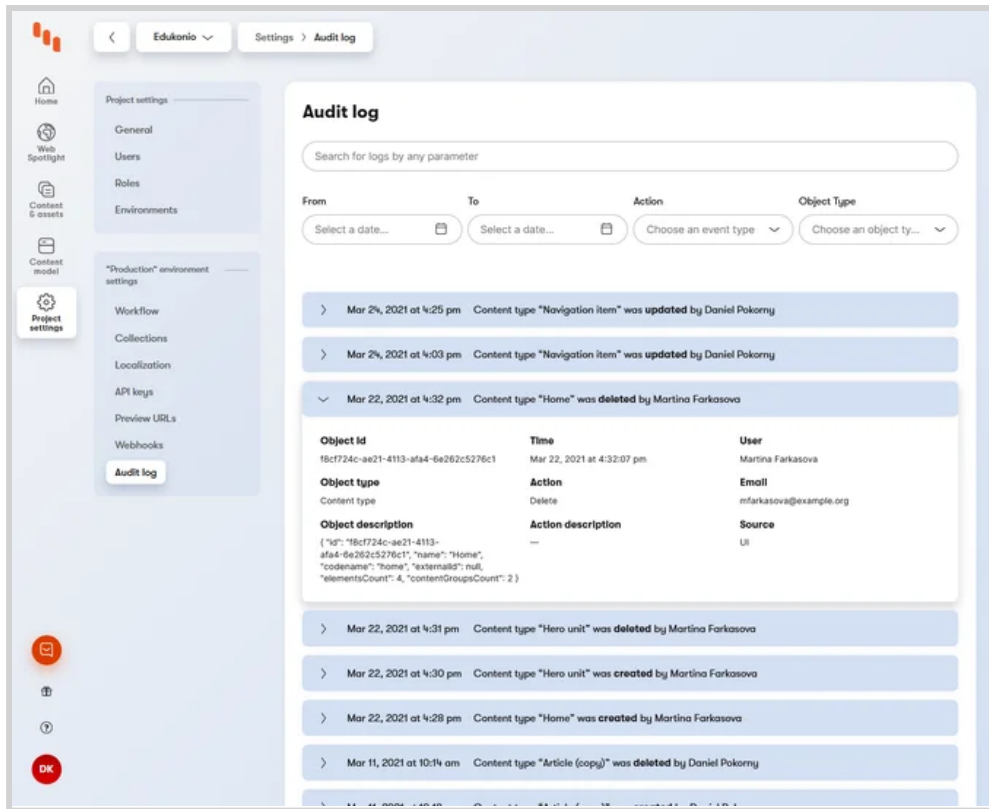
To delete a project, follow the instructions for [archiving projects](#), only click **Delete** instead of **Archive** in step 3. Then enter the name of the project you're about to delete and click **Delete project**.

Audit changes in your projects

To audit changes in your content model and see who changed what, go to  **Project settings** and select **Audit log** under **environment settings**.

The audit log is a journal with changes to content types, content type snippets, and the [asset type](#) in your project.

You can filter the events by date range, type of action, and its object, as well as search the events. For example, you can find who updated a specific content type, or who created a new snippet and when it happened.



What's next?

- Instead of creating a new project from scratch, use a [project template](#) to speed up your work.
- [Invite contributors](#) to your project so they can start producing content.
- [Configure roles](#) in your new project to define a set of capabilities for your users.
- [Set up a workflow](#) for your new content so your users know where they fit in the process.
- [Create content types](#) for your new project to create templates for your content.