# Project Summary

The new project summary gives you a visual display of the high-level information relating to your project. This includes the project's meta data (description, country, sector), the list of users that have access to this project, and a graph of the submissions over time, giving you an overview of how the project is progressing.

All of this information is consolidated and arranged for your convenience in the Summary tab of each project.
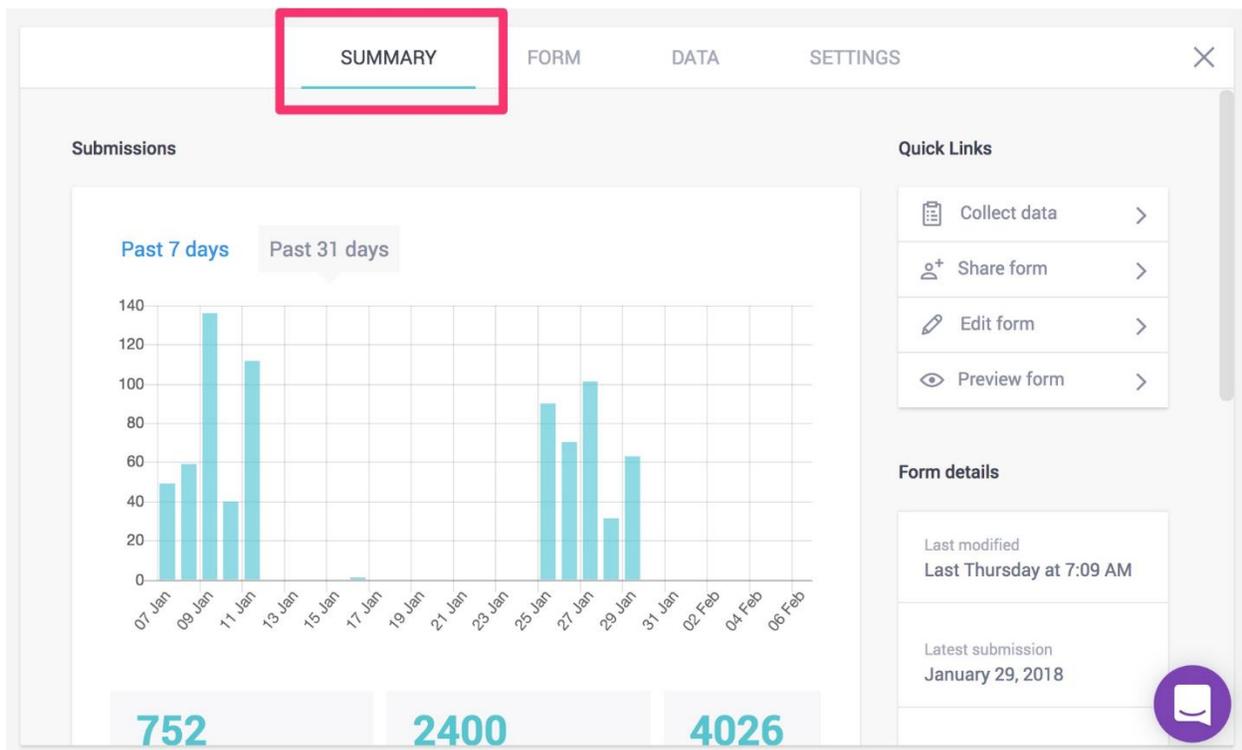

Sharing forms with other users

You can share a form with others to allow them to edit, view, or use it as a starting point for building their own form.

To share a form, click on the three dots in the top right and choose **Share this Project**, then type in the username of the other user(s). Here you can specify whether the user should be able to just View the form or if they should also be able to Edit it.

Once it is shared you'll then find that form in the second user's account. From there the other user can view or clone the form, and if given Edit rights, they can make changes to it as an administrator of the project.
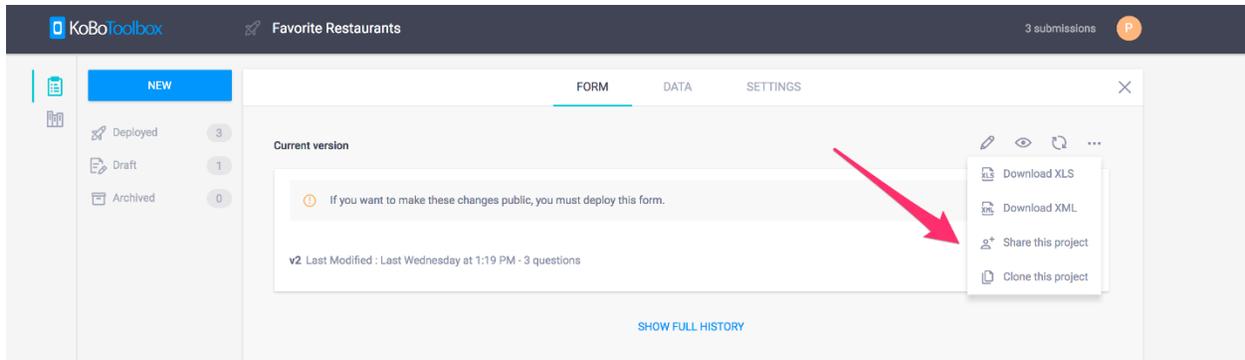
Deleting a Project

To support users using both the legacy and the new interfaces, our servers automatically sync every 30 minutes so that the projects created in one space will appear in the other.

Note: Once the project has been deleted in both spaces, **THIS ACTION CANNOT BE UNDONE**. We do not store copies of your deleted projects, so make sure that you have the correct project before proceeding.
 In order to delete a project:

1. Go to "Projects Legacy" and delete the respective project by clicking on "Project Settings" and then clicking on "Delete."
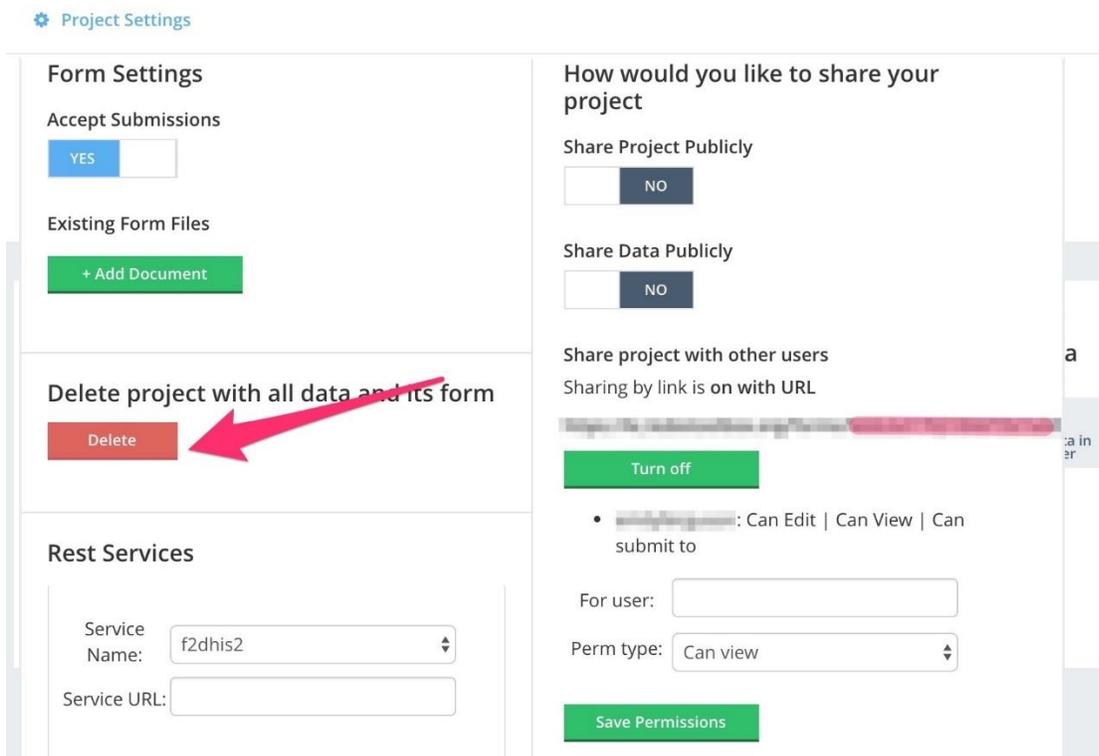
2. Next, return to the new interface and delete the project again.
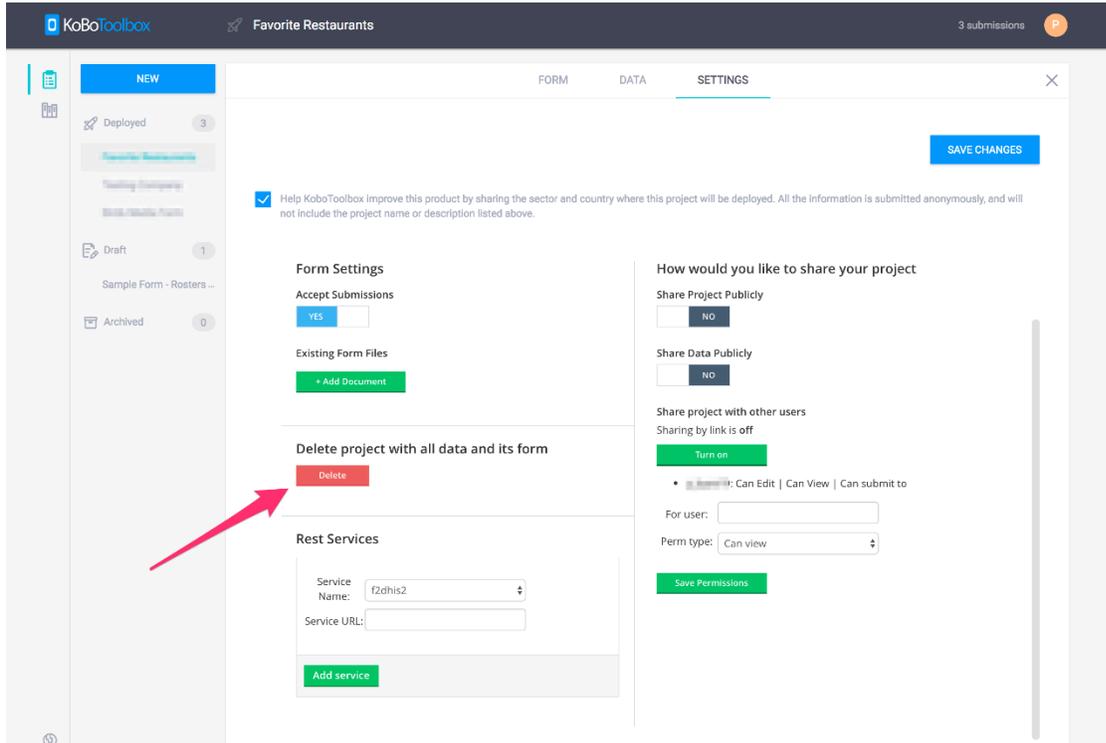
Record Validation

A Project owner can now give a "Can Validate" permission to other users. Users with this permission can view a record, edit it if necessary, and assign a status to the record in question. Assigning a status to a particular record/submission raises data collection standards for teams with more than one enumerator.

What are the statuses that you can assign to a record?

The validation status labels available include:

- **On Hold:** Record is under review.
- **Approved:** The data within this record is accurate.
- **Flagged for Removal:** The data within this record should be removed from the data set.

Functionality Overview

- This new permission adds a "Validated" column to your project's data table.

- Users can filter the table view based on the validation status or any other select-one question. For example, you can use these filters to view the submissions associated with a particular enumerator, in District X. It is possible to use more than one filter at a time.

- Set a validation status for multiple - or all - records at once.

To update multiple records, simply select the records by clicking on the checkbox to the left of the record, and then click on "Update Selected" to select the new status.

To update all the records on the page, select the checkbox on the top left; or to update all the records in your dataset, select the blue text that says "Select all XXX". Then, click on "Update Selected" to select the new status.