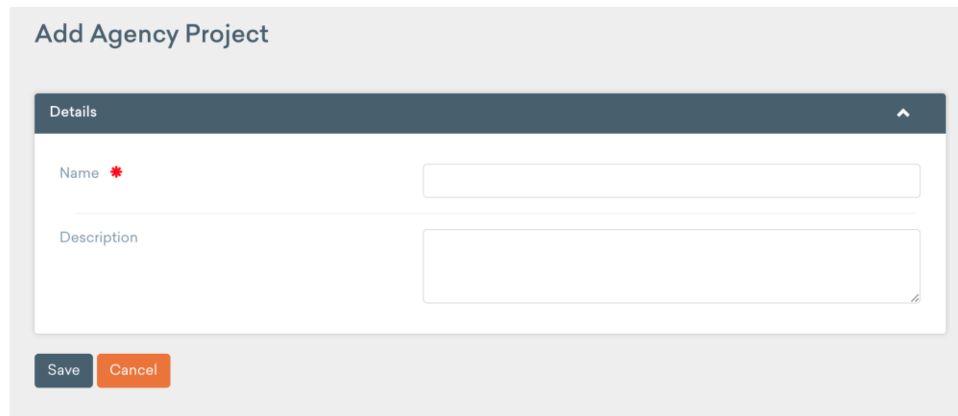
How to Create an Agency Project

Session Groups can be categorised into folders called Agency Projects. For example, Agency Projects may be used to organise Session Groups by Funding Stream or Department, enabling users to quickly report on all Session Groups that fall into a particular category.

To create a new Agency Project:



- Hover over **Work** and select **Agency Projects**
- Click on the **Plus** + icon
- Complete the form and click **Save**

To allocate Session Groups to an Agency Project:

- Hover over **Work** and select **Agency Projects**
- Select the relevant **Agency Project**
- Click on **Session Groups** from the tabs on the left-hand side
- Select the **Plus** icon +

- A search bar will now appear, where you can search for Session Groups and click on their name. Repeat this process for all Session Groups that you wish to allocate

- Click **Associate** to link the listed Session Groups to the Agency Project