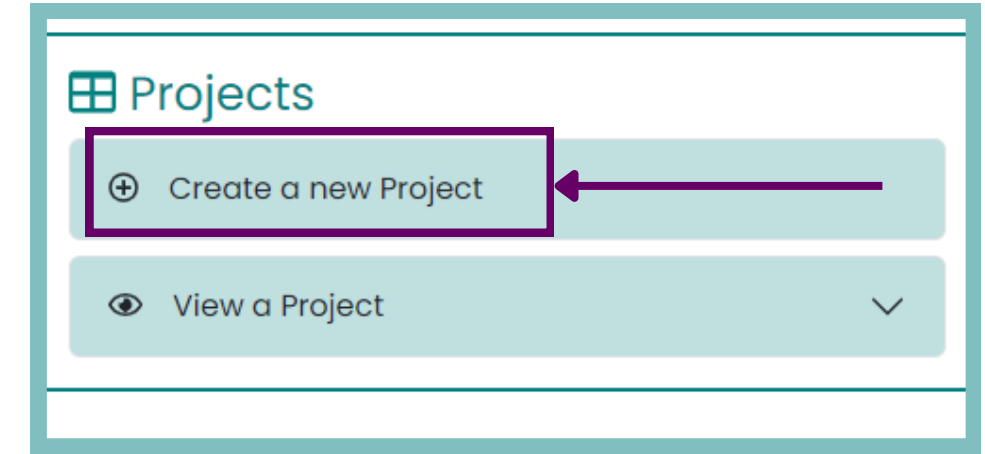


# Creating a new project in the Evidence Mapper

In the Evidence Mapper home screen, click on “Create a new Project” under the “Projects” section.



*Step 1:* Enter a project name and select which client you want the project to be associated with.

**New Project**

To create a new project, please follow the three steps below - entering its name and choose which client it is for, selecting Users to be on the Project and then choosing your next step...

**Step 1: Project details**

Project name

Client/public

*Step 2:* Select the Users that you want to have access to the project.

Once selected, you can define the roles for each person. Each person can have multiple roles in the project.

The levels of access can be seen in the guidance below the table.

**Users on Project**

User	Project Manager?	Screening Manager?	Screeener?	Map Manger?	Indexer?	
Team member 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⊖ Remove from Project
Team member 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	⊖ Remove from Project
Team member 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊖ Remove from Project
Team member 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊖ Remove from Project
Team member 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	⊖ Remove from Project

**Guidance:**

**Project Manager** = Someone who can view all aspects of the project, including allocating users to it and everything below

**Screening Manager** = Someone who import papers, allocate screening and make final decisions

**Screeener** = Someone who is allocated abstracts to screen and will make a decision to include or exclude papers

**Map Manger** = Someone who can configure a map, import papers and enter page content

**Indexer** = Someone who can browse papers in a map and index/tag papers

**Step 3: Next steps**

**Screen Abstracts**

Import papers and perform a screening process using this system. Results can then be downloaded or used for further analysis

Screen Abstracts

**Create a Map**

Import papers and index them into a number of categories to create a visual representation of topic correlation and gaps in studies

Create a Map

*Step 3:* Select “Screen Abstracts” or “Create a Map”, depending on your project.