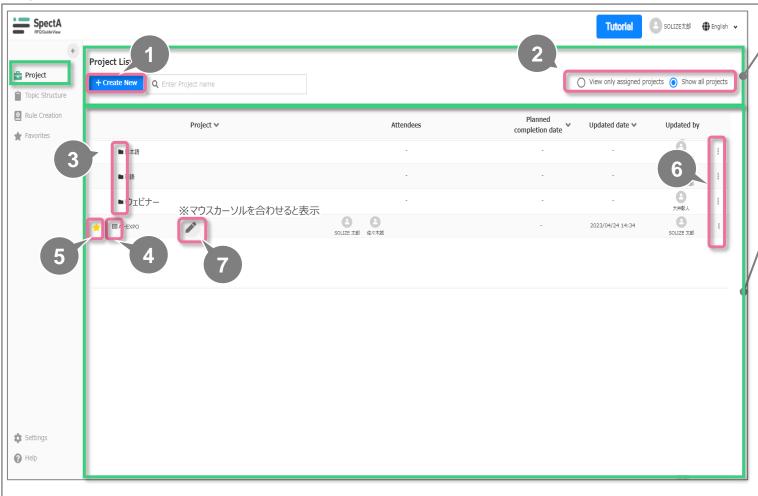# 1.1 Project/Project List　プロジェクト一覧

【Overview】 Projects and Project information can be registered and organized in this screen.
Click on the Project name to check the Project details.

Project List

Display Settings Area
Buttons to filter the displayed items and to create new Projects are in this area.

❶ **Create New**　　　　+ Create New
Create new Project and/or Project folder.

○ View only assigned projects　● Show all projects

❷ **Switch Display for Projects**
Change displayed Projects between those that you belong to or all Projects.

Project Display Area
Projects and/or Project folder are displayed in this area.

❸ **Project Folder** 📁
Sorting Projects using folders (up to 8 layers of folders can be created).

❹ **Projects**
Information and documents related to the Projects are registered here.
Click on the Project name to check the contents of the Project.

❺ **Favorites** ⭐
Add frequently visited Projects by clicking the star.
Projects can be accessed directly from your Favorites list.

❻ **Edit** ⋮
"Move", "Delete", and "Get URL" is available.
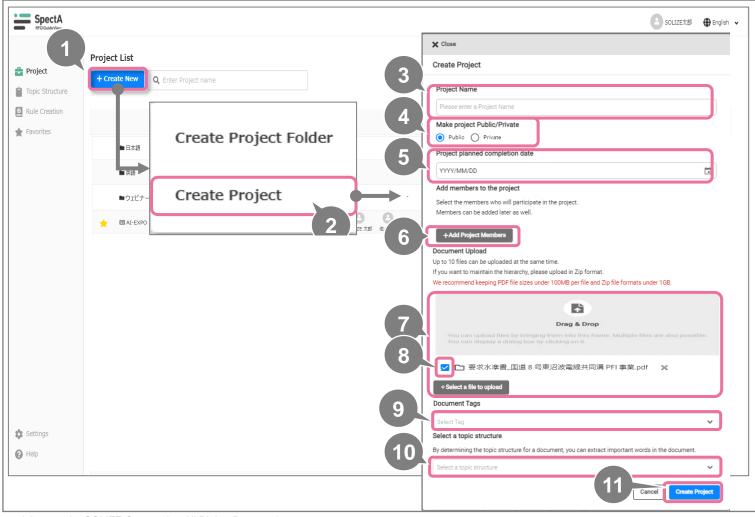※Project/Project Folder can be moved by drag-and-drop as well.

❼ **Rename** ✎
Project name and Project folder name can be changed.

1.1 Project/Project List プロジェクト一覧

Create Project プロジェクト作成 | **Project information and documents can be registered.**

Project List

Features & Step-by-Step Guide

❶ **Click "Create New"**

❷ **Click "Create Project"**

❸ **Enter Project Name**

❹ **Select Either "Public" or "Private"**
By making Project public the Project will appear in the Project list for other registered Users, and the hidden for "Private".

❺ **Enter Scheduled Project Completion Date**
※Optional

❻ **Add Project Members**
Select members who can access the Project.

❼ **Select and Upload File**
Register PDF file or a folder where PDF files are stored as a ZIP file.
For PDF files, it is recommended to keep each file under 100MB.
For Zip file format, it is recommended to keep it under 1GB.

❽ **Put a Check Mark for AI Analysis**
Without a check mark, the documents will only be added without performing AI analysis.
※The checkbox is selected by default (AI analysis will be performed).

❾ **Select Document Tags** *Optional*

❿ **Select Topic Structure(s)**

⓫ **Click "Create Project "**

Caution **注意事項**	There are document types that CANNOT be handled by SpectA RGV.	
	Documents that CAN be handled by SpectA RGV	**Documents that CANNOT be handled by SpectA RGV and/or are difficult to be handled**
File Format	○ **PDF file** ※Both individual PDF files and multiple PDF files compressed into a zip file can be uploaded. ※For PDF files, it is recommended to keep each file under 100MB. For Zip file format, it is recommended to keep it under 1GB.	× **File format other than PDF** ※Word and Excel files must be converted to PDF file before importing it into SpectA.
File Origins	○ **PDF data generated from electronic data created using Office**	△ **PDF data from scanned data** ※Although it is possible to register to SpectA, it is not recommended since scrambled text may be generated and/or image processing may take time, and appropriate AI analysis may not be performed.
Security Settings	○ **Files WITHOUT security/password settings**	× **Files WITH security/password settings**
Things Written in the Document	○ **Natural Language**	× **Pictures** ※Image data that cannot be recognized as text will not be included in the AI analysis.
		△ **Tables** ※The accuracy of detection by AI is not expected to be high.
Language	○ **English and Japanese**	× **Language other than Japanese and English** ※Language like Chinese, German could be shown on SpectA, however, AI analysis will not be performed on these words.

Contact Us At
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W e r e   y o u   a b l e   t o   f i n d   t h e   a n s w e r ?
回答が見つかりましたか？

😔 😐 😃