



## FAQs

### Business Analyst 9.1: Projects

#### Business Analyst

##### 1. What are Projects in Business Analyst 9.1?

Projects are a new way of organization in version 9.1 which will make it much easier for users to manage, back up, and share their analysis results.

##### 2. When and why should I create a Project?

A user should create Projects when they plan on saving their work and need to be able to retrieve data easily and quickly, as well as when they need the ability to share their Project with other Business Analyst users. Just like how Map Documents are used as an organization tool, so are Projects except they govern where a user is saving their analysis results.

##### 3. How do I create and manage my Projects?

As part of the Study Area Wizard there is an option to ‘Create a new project for this study area’ on the same panel of the wizard where a user can name their Study Area. By default the option to create a project for the given study area will be unselected. Also users can Create and Manage Projects under the Active Project tool in the Business Analyst drop down toolbar. Most users will tend to create their Projects when they use the Study Area Wizard but they can also create a Project by going to Active Project and then Create Project.

##### 4. If I do not create a Project for a Study Area where does it store my analysis results?

Along with all of a user’s Projects in their My Output Data folder there is a Project called ‘Default Project’. This is where a user can specify where work will be saved if they do not want to save their data in any of their previously created Projects. In the Business Analysis drop down toolbar there is an Active Project tool that allows a user to select which project will be used to store any data that Business Analyst creates. Even if there have not been any Projects created there will be one named <default project>. **Note: Business Analyst will remember the last Project that was active so even if another saved .mxd is opened and where a different Project was used it will remember the last Project so it will need to be changed under Active Project.**

##### 5. How do I manage my Projects?

A user can manage their Project by selecting the Active Project and then Manage Projects. There you can activate a project, delete a project, rename, and edit the comments of a project.

**6. Is it easy to share my Projects?**

Yes. Each Project folder in the My Output Data folder contains everything that was created in Business Analyst for that respective Project. Similarly if you receive a Project folder from a fellow user you would just copy it into your My Output Data folder, then launch Business Analyst and begin loading any data that it contains. For example, if it has a store layer, you would go to Store Setup, Manage Existing Store Layers. Then you would select your store and Open store layer(s).

**7. I have accidentally deleted a saved Map Document. Can I retrieve the Projects that were created in it?**

Yes. Just launch the Business Analyst.mxd and go to Active Projects and select the one that was being used in the previously deleted .mxd. Then you can load all the Business Analyst created data by going to each respective wizard and selecting Manage.

**8. Can I see my Projects in ArcCatalog?**

Yes. ArcCatalog is another way to manage projects and looks very similar to Windows Explorer as it uses a folder tree view. A user can manage their Project in a number of ways like moving/copying/deleting/viewing a project, as a whole as well as specific layers within that Project (i.e., a customer layer, a drive time polygon analysis).

**9. Why are my Projects displayed in ArcCatalog?**

Since Business Analyst Projects are in ArcCatalog it makes it easy to use the Business Analyst tools in ArcToolbox. For example if someone had already created a Store Layer in a Project they could drag and drop into the Drive Time tool in ArcToolbox.

**10. Do I have to create a Project?**

No. If you go to Active Project you will see <default project> and this is where a user can store anything that does not need a specific Project. **Note: Business Analyst will remember the last Project that was active so even if another saved .mxd where a different Project was used it will remember the last Project so it will need to be changed under Active Project.**

**11. When I import Study Areas from BA 8.3c will a new Project folder be created?**

Yes, the ability to import BA 8.3c Study Areas has been made possible by the BA8 Importer utility in the Business Analyst program group. Imported Study Areas are transformed into Projects.

**12. Can I access data of more than one Project at a time in a single Map Document?**

Yes. Changing the active Project to a different one will allow you to add data from that Project and that data will stay in your table of contents even if you switch to a different Project. Though any new Business Analyst created layer will be placed in the currently active Project.

**13. What happens to "My Output Data" folder when I installed BA 9.1**

The installation of BA 9.1 transforms an existing BA 8.3 My Output Data Folder into one that is compatible with the new version. All of the Study Areas will become Projects and organized as such.