

PROJECTS

PROJECTS - THIRD PARTY SERVICES

The Third Party Services tile allows you to view a list of all third party services linked to the selected project.

This information is view only and no changes can be made to the information.

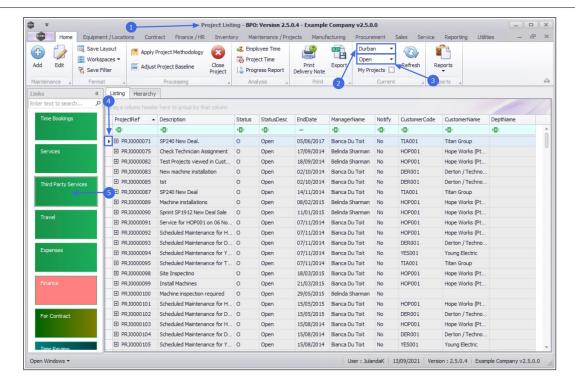
Ribbon Access: Maintenance / Projects > Projects



- 1. The *Project Listing* screen will be displayed.
- 2. Select the *Site* where the project can be located.
 - The example has *Durban* selected.
- 3. Select the *Status* of the project.
 - The example has *Open* selected.
- 4. Click on the *row*of the project you wish to view the *third party service* information for.
- 5. Click on the *Third Party Services* tile.



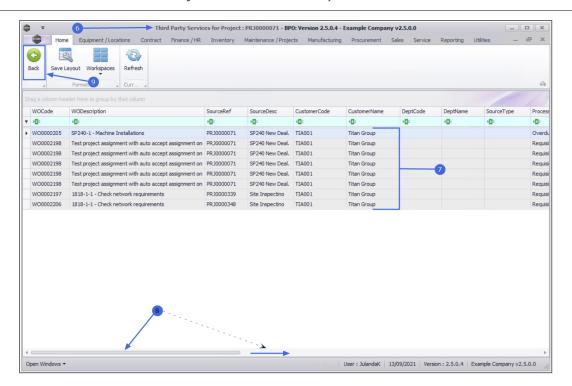
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- 6. The *Third Party Services for Project :* [project ref number] screen will be displayed.
- 7. From this screen you can view a list of the third party service requests linked to the selected project.
- 8. The scroll bar at the bottom of the screen indicate that there are further information available. Scroll to view the columns on the right hand side of the screen.
- 9. Click on **Back** to return to the **Project Listing** screen.



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