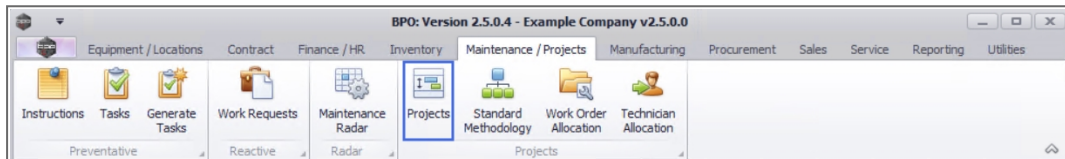


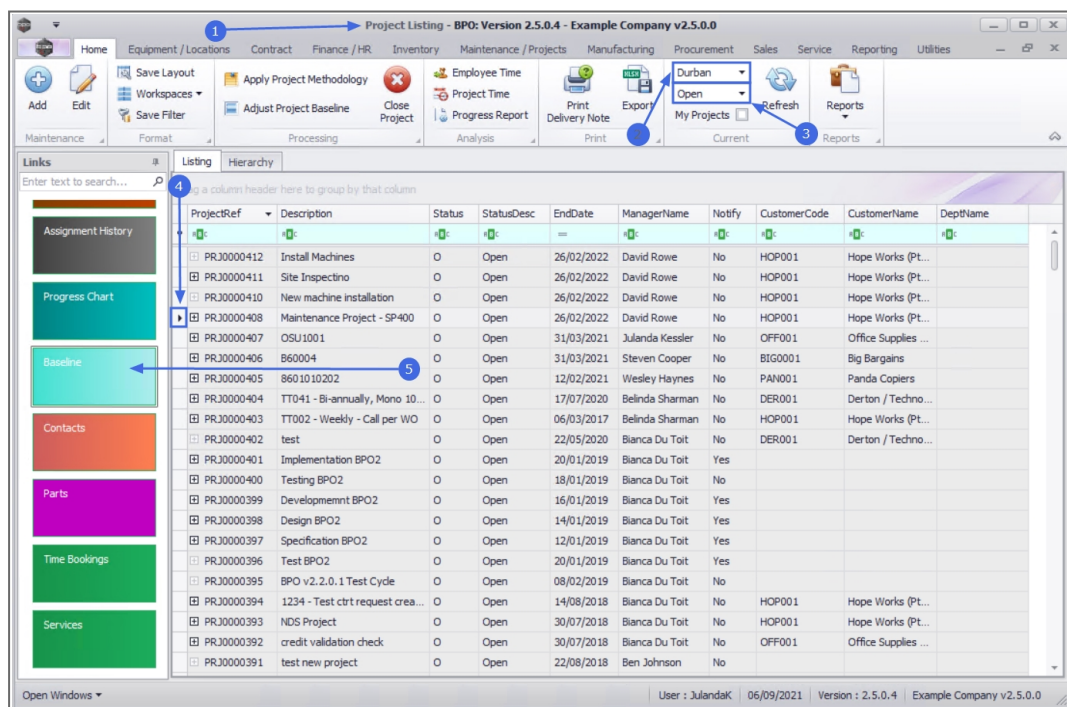
PROJECTS

PROJECTS - BASELINE

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 for the project.
 - The example has **Open** selected.
4. Click on the **row** of the project that you wish to view the baseline for.
5. Click on the **Baseline** tile.



ProjectRef	Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName
PRJ0000412	Install Machines	0	Open	26/02/2022	David Rowe	No	HOP001	Hope Works (Pt...	
PRJ0000411	Site Inspection	0	Open	26/02/2022	David Rowe	No	HOP001	Hope Works (Pt...	
PRJ0000410	New machine installation	0	Open	26/02/2022	David Rowe	No	HOP001	Hope Works (Pt...	
PRJ0000408	Maintenance Project - SP-400	0	Open	26/02/2022	David Rowe	No	HOP001	Hope Works (Pt...	
PRJ0000407	OSU1001	0	Open	31/03/2021	Julanda Kessler	No	OFF001	Office Supplies ...	
PRJ0000406	B60004	0	Open	31/03/2021	Steven Cooper	No	BIG0001	Big Bargains	
PRJ0000405	8601010202	0	Open	12/02/2021	Wesley Haynes	No	PAN001	Panda Copiers	
PRJ0000404	TT041 - Bi-annually, Mono 10...	0	Open	17/07/2020	Belinda Sharman	No	DER001	Derton / Techno...	
PRJ0000403	TT002 - Weekly - Call per WO	0	Open	06/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt...	
PRJ0000402	test	0	Open	22/05/2020	Blanca Du Toit	No	DER001	Derton / Techno...	
PRJ0000401	Implementation BPO2	0	Open	20/01/2019	Blanca Du Toit	Yes			
PRJ0000400	Testing BPO2	0	Open	18/01/2019	Blanca Du Toit	No			
PRJ0000399	Development BPO2	0	Open	16/01/2019	Blanca Du Toit	Yes			
PRJ0000398	Design BPO2	0	Open	14/01/2019	Blanca Du Toit	Yes			
PRJ0000397	Specification BPO2	0	Open	12/01/2019	Blanca Du Toit	Yes			
PRJ0000396	Test BPO2	0	Open	20/01/2019	Blanca Du Toit	Yes			
PRJ0000395	BPO v2.2.0.1 Test Cycle	0	Open	08/02/2019	Blanca Du Toit	No			
PRJ0000394	1234 - Test cbr request crea...	0	Open	14/08/2018	Blanca Du Toit	No	HOP001	Hope Works (Pt...	
PRJ0000393	NDS Project	0	Open	30/07/2018	Blanca Du Toit	No	HOP001	Hope Works (Pt...	
PRJ0000392	credit validation check	0	Open	30/07/2018	Blanca Du Toit	No	OFF001	Office Supplies ...	
PRJ0000391	test new project	0	Open	22/08/2018	Ben Johnson	No			

7. The **Baseline Adjustments for Project : [project ref number]** screen will be displayed.
8. From this screen you will be able to view the project baseline adjustments made to the selected project.
 - **Prior Start** and **Prior End Date** reflect the original start and end date for the project.
 - The **Baseline Adjustment** column reflect the baseline adjustment days that were made to the project.
 - **New Start** and **New End Dates** reflect the updated project end date after the baseline adjustment days have been updated.
 - **Full Name** column will display the name of the employee, normally the project manager that made the project adjustment. The date and time that the adjustment was made will reflect in the **Create Date** column.
9. If you need to make an adjustment to the selected project, click on **Add**.
"The Baseline Adjustment screen will be displayed." on page 2
10. Click on **Back** to return to the **Project Listing** screen.

Baseline Adjustments for Project : PRJ0000408 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Back Save Layout Workspaces Refresh

Processing Data Curr...

9 column header here to group by that column

PriorStartDate	PriorEndDate	BaselineAdjustment	NewStartDate	NewEndDate	FullName	CreateDate
28/07/2021	27/08/2021	2	28/07/2021	29/08/2021	Julanda Kessler	Aug 10 2021 3:50PM
28/07/2021	29/10/2021	120	28/07/2021	26/02/2022	Julanda Kessler	Sep 6 2021 2:18PM

8

Open Windows User : JulandaK 06/09/2021 Version : 2.5.0.4 Example Company v2.5.0.0

MNU.058.056

