

## PROJECTS

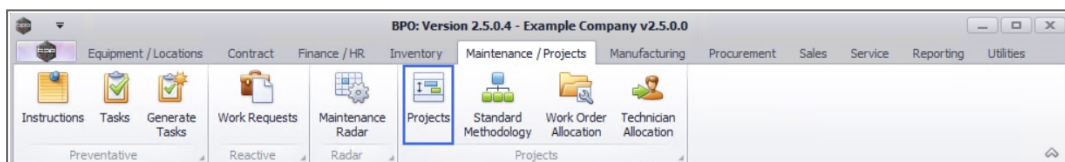
### PROJECTS - PARTS

Parts that have been issued for the project as well as the Request Status and Process Status for the parts can be viewed from the Parts tile for a selected project. You may also choose to print the Picking Slip from here.

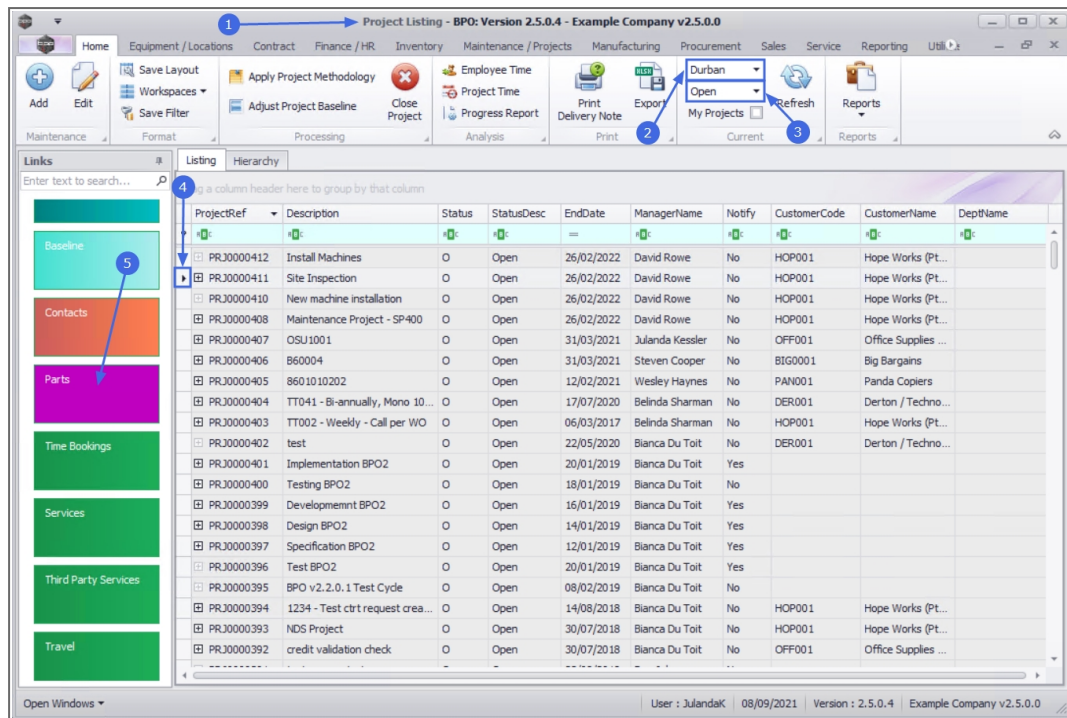
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**Ribbon Access:** *Maintenance / Projects > Projects*

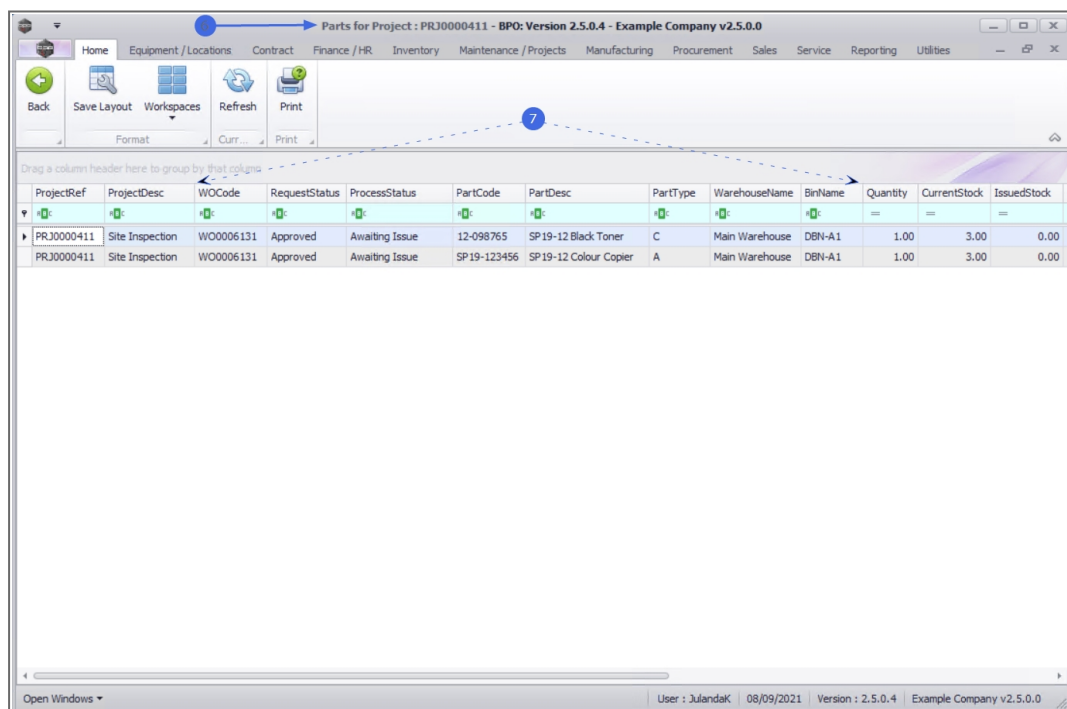
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1. The **Project Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
3. Select the **Status** for the project.
  - The example has **Open** selected.
4. Click on the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



6. The **Parts for Project : [project ref number]** screen will be displayed.
7. You will be able to view all the Parts that have been requested for the selected project and is still awaiting to be issued.



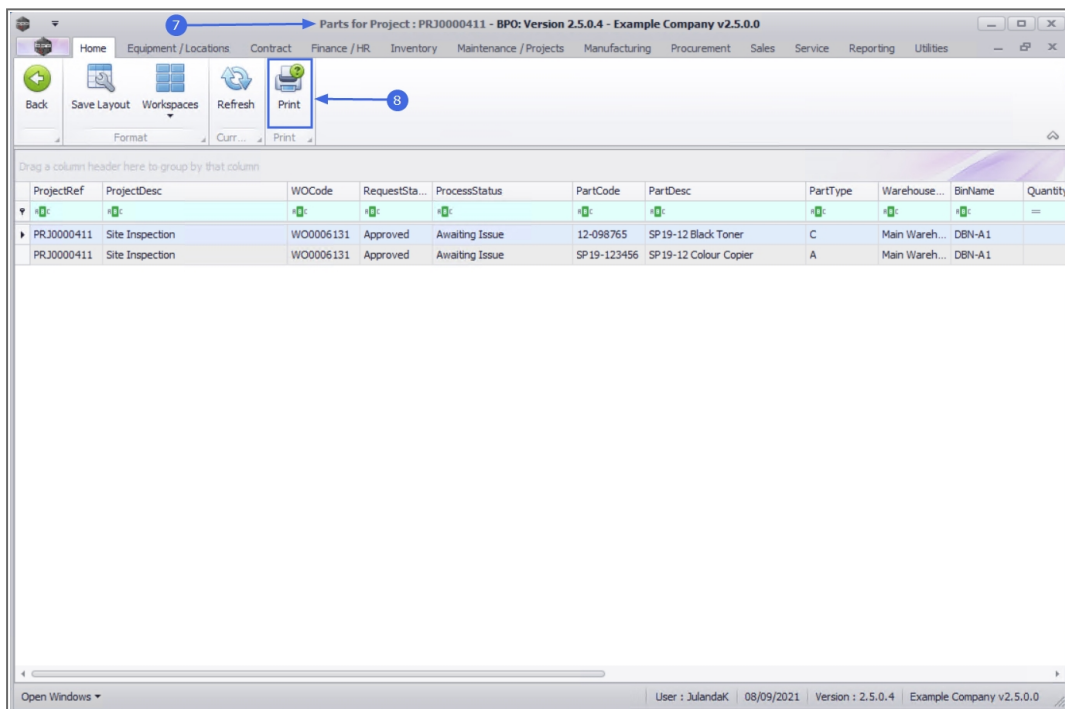
## PRINT PICKING SLIP

A Project Picking slip can be printed from the **Parts for Project** screen. This enables a bulk pick from stores, for the selected project.

For projects where the Driver has been set up as the Project Manager, he will be able to print a Picking slip for the Part.

This process is for parts that still need to be **issued**. If the part has already been issued, then the picking slip will be blank when printed.

7. From the **Parts for Project : [project ref number]** screen,
8. Click on **Print**.

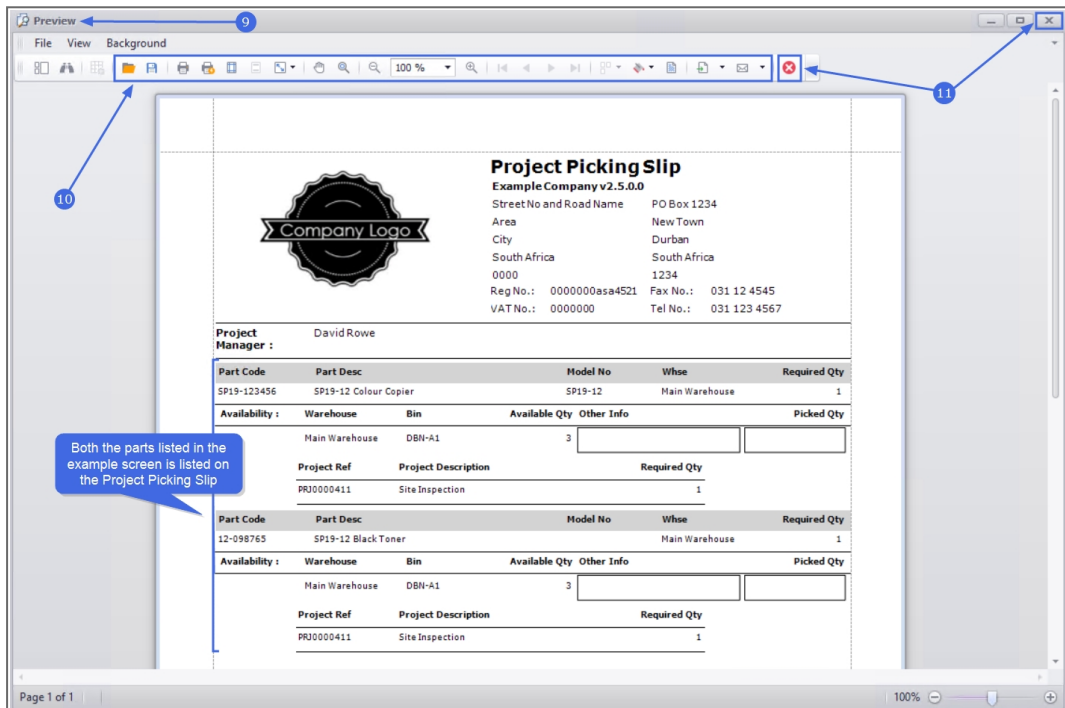


9. The **Project Picking Slip** will display in the **Preview** screen.



Note that both the parts listed in the example is listed on the Project Picking Slip.

10. From the preview screen you can make cosmetic changes to the document, as well as **Save**, **Zoom**, **Add a Watermark**, **Export** or **Email** project picking slip.
11. Click on **Close** to return to the Parts for Project screen.



**Project Picking Slip**  
Example Company v2.5.0.0

Street No and Road Name PO Box 1234  
Area New Town  
City Durban  
South Africa South Africa  
0000 1234  
Reg No.: 0000000asa4521 Fax No.: 031 12 4545  
VAT No.: 00000000 Tel No.: 031 123 4567

Project Manager : David Rowe

Part Code	Part Desc	Model No	Whse	Required Qty
SP19-123456	SP19-12 Colour Copier	SP19-12	Main Warehouse	1

Availability :	Warehouse	Bin	Available Qty	Other Info	Picked Qty
	Main Warehouse	DBN-A1	3		

Project Ref	Project Description	Required Qty
PRJ0000411	Site Inspection	1

Part Code	Part Desc	Model No	Whse	Required Qty
12-098765	SP19-12 Black Toner		Main Warehouse	1

Availability :	Warehouse	Bin	Available Qty	Other Info	Picked Qty
	Main Warehouse	DBN-A1	3		

Project Ref	Project Description	Required Qty
PRJ0000411	Site Inspection	1

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12. Click on **Back** to return to the Project Listing screen.

Parts for Project : PRJ0000411 - 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

Back Save Layout Workspaces Refresh Print

Format 12 Curr... Print

Drag a column header here to group by that column

ProjectRef	ProjectDesc	WOCode	RequestSta...	ProcessStatus	PartCode	PartDesc	PartType	Warehouse...	BinName	Quantity
PRJ0000411	Site Inspection	WO0006131	Approved	Awaiting Issue	12-098765	SP 19-12 Black Toner	C	Main Wareh...	DBN-A1	
PRJ0000411	Site Inspection	WO0006131	Approved	Awaiting Issue	SP 19-123456	SP 19-12 Colour Copier	A	Main Wareh...	DBN-A1	

Open Windows ▼ User : JulandaK 08/09/2021 Version : 2.5.0.4 Example Company v2.5.0.0

MNU.058.060

