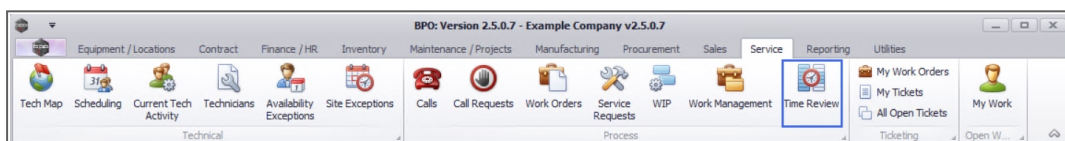


# SERVICE

## TIME REVIEW – VIEW PROJECT

The Project linked to the work order can be maintained using the **View Project** function.

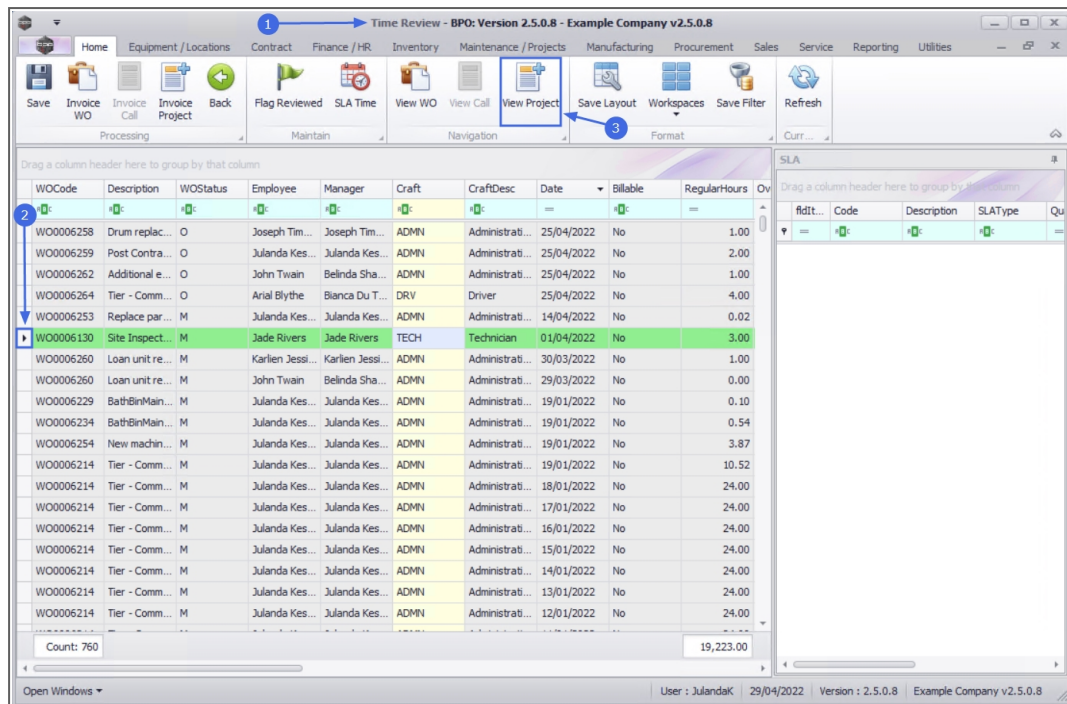
**Ribbon Access:** *Service > Time Review*



1. The **Time Review** screen will be displayed.
2. Click on the **row** of the work order you wish to view.

If the work order is linked to a **Project** then both the **View WO** and **View Project** buttons will be active.

3. Click on **View Project**.



4. "The Edit project : [project ref number] screen will be displayed." on page 2
5. You may wish to update the Project detail. The **Functions** tiles are available to link and update the functions related to the project.
6. Click on **Save** to save any changes made,
  - or click on **Back** to return to the Time Review screen.

4 Edit project : PRJ0000408 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

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

Save Back Save Layout Workspaces

Links Enter text to search...

6

5

Identification :

Description Maintenance Project - SP400

Project Reference PRJ0000408

Project Type Continuous

Parent Project Details :

Description

Project Reference

Customer Hope Works (Pty) Ltd

Schedule :

Status Open

Start Date 28/07/2021

End Date 26/02/2022

Project Manager David Rowe

Notifiable ☐

Customer Info

Customer Code HOP001

Tel No.

Account Code

Customer Status Active Is Debtor ☒

Contact No.

Vat No. 987654321

Hold Reason

Notes

Notes	NoteDate	NoteTime
Monitor toner yields	12/01/2021	16:00
Call customer to confirm order	09/02/2017	11:00
Existing third party contract pending	18/04/2016	12:00
Check toner yield	04/08/2014	00:00

Open Windows

User : JulandaK 29/04/2022 Version : 2.5.0.8 Example Company v2.5.0.8

MNU.075.007

