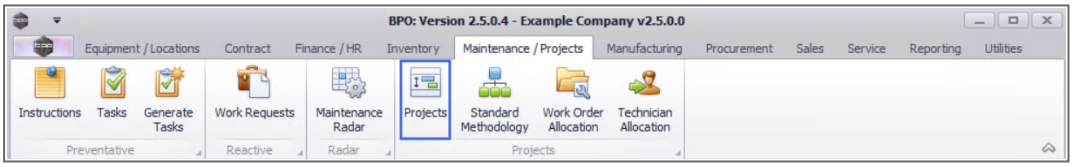
PROJECTS

PROJECTS – CLOSE PROJECT

When the project has been completed and no further items are outstanding on the project, or the project is no longer required, it is ready to be closed. BPO will not allow you to close the project if outstanding billable items, loan machines, un-issued stock, etc. still reflect on the project.

Remember that once a project has been closed, it cannot be reopened. You can however still view the project 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. Ensure that the ***Status*** has been set to ***Open***.
4. Click on the ***row*** of the project or sub-project you wish to close .
5. Click on ***Close Project***

Short cut key: ***Right click*** to display the ***All groups*** menu list. Click on ***Close***.

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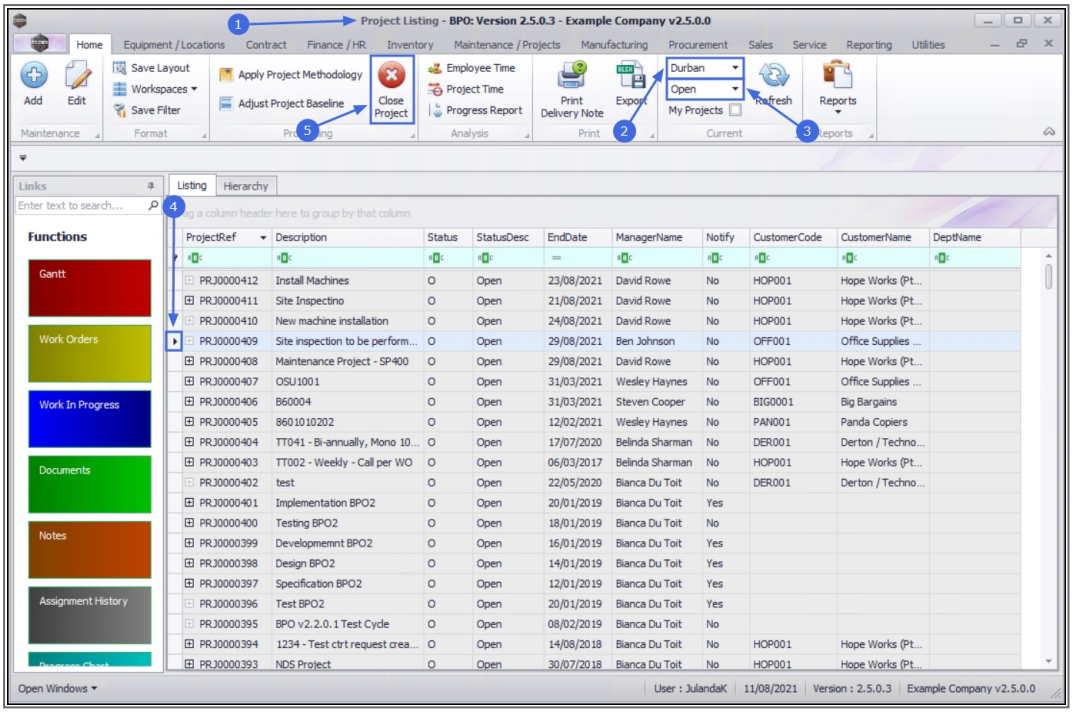

6. When you receive the ***Close Project*** message to confirm;
    - ***Are you sure you want to close this project: Reference: PRJ[***project number***], it cannot be reopened.***
7. Click on ***Yes***.

> **Note** that BPO will prevent closure of the project if you have outstanding billable items, loan machines, un-issued stock, etc.

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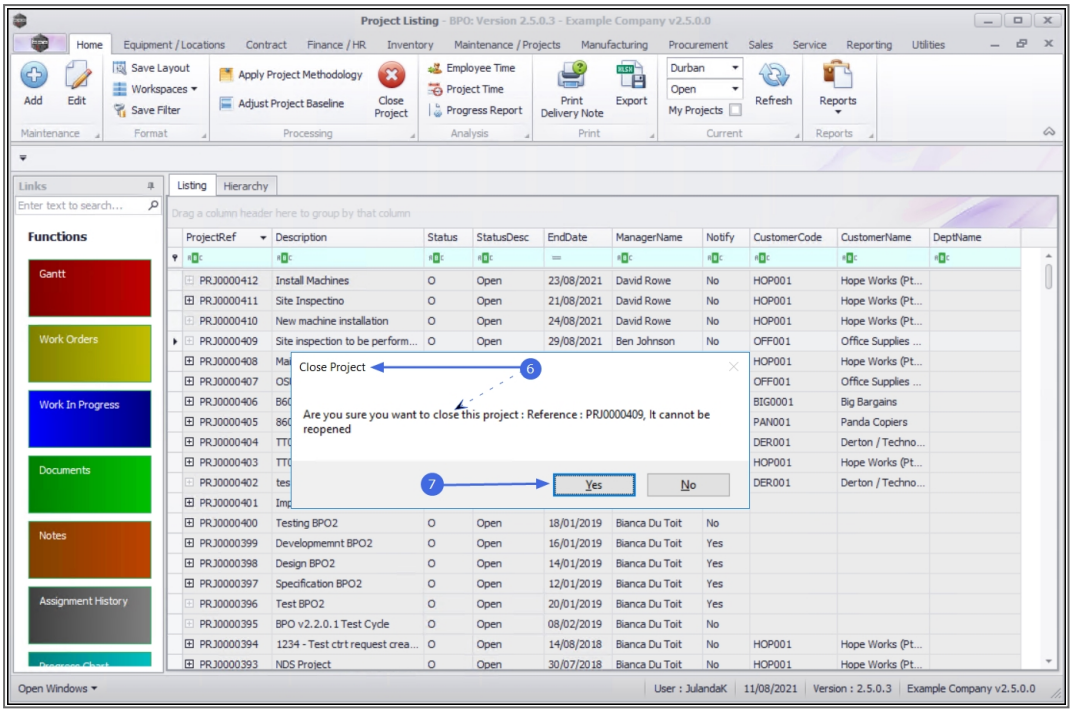

8. When you receive the ***Project Module - Closure*** message to confirm that;
    - ***The Project, Reference:*** *[project ref number]* ***has been closed.***
9. Click on ***OK***.

> The project will be ***removed*** from the Project Listing screen where the status is set to ***Open***.

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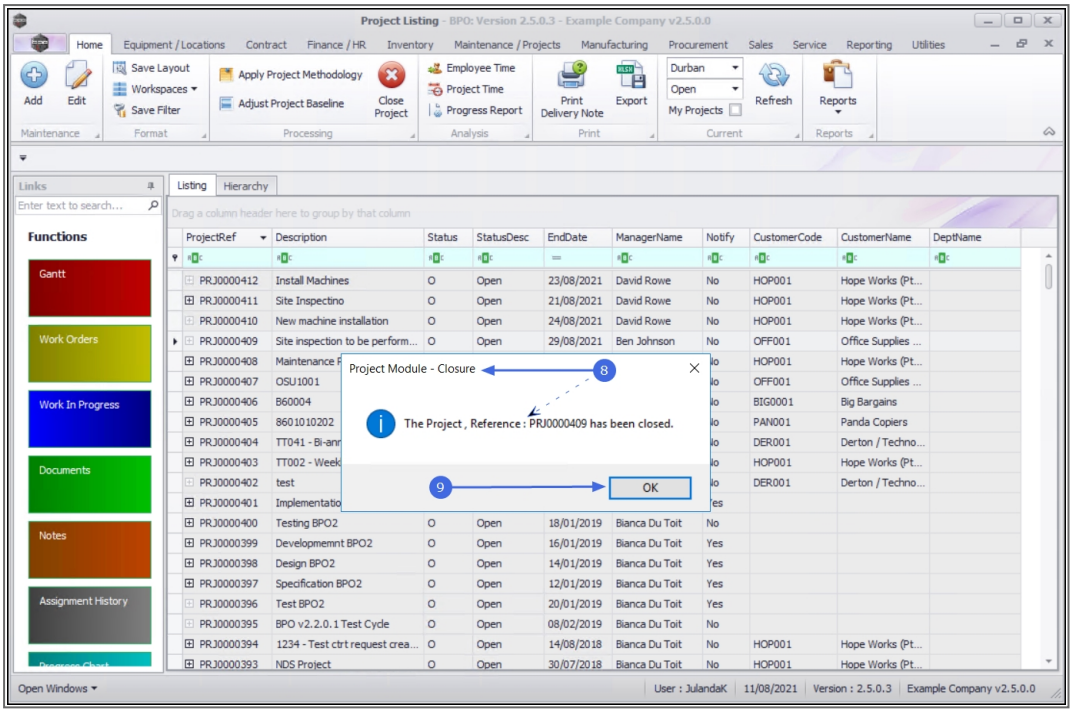

VIEW CLOSED PROJECT

1. From the ***Project Listing*** screen,
2. Change the ***Status*** to ***Closed***.
3. Note the project in the project list with the Status changed to ***C - Closed***.

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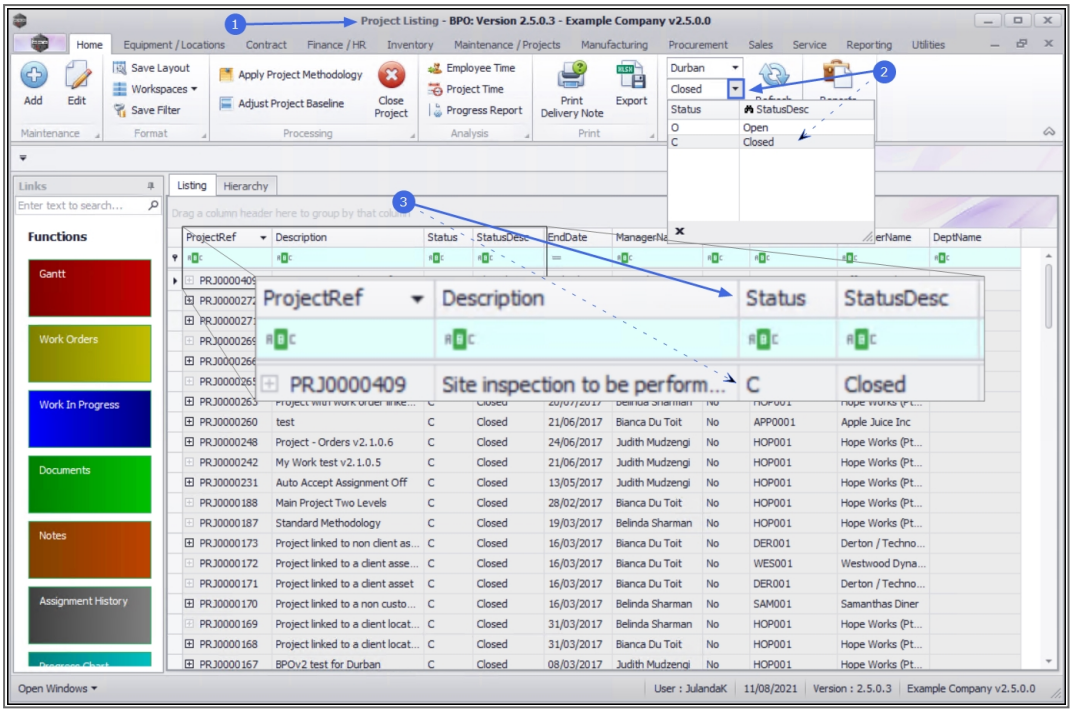

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