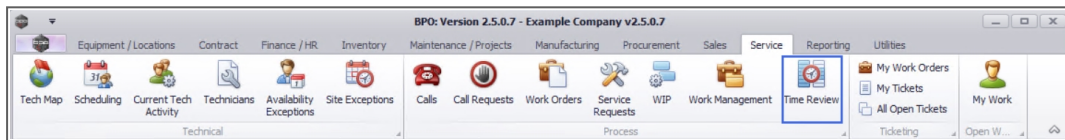


# SERVICE

## TIME REVIEW – VIEW PROJECT

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

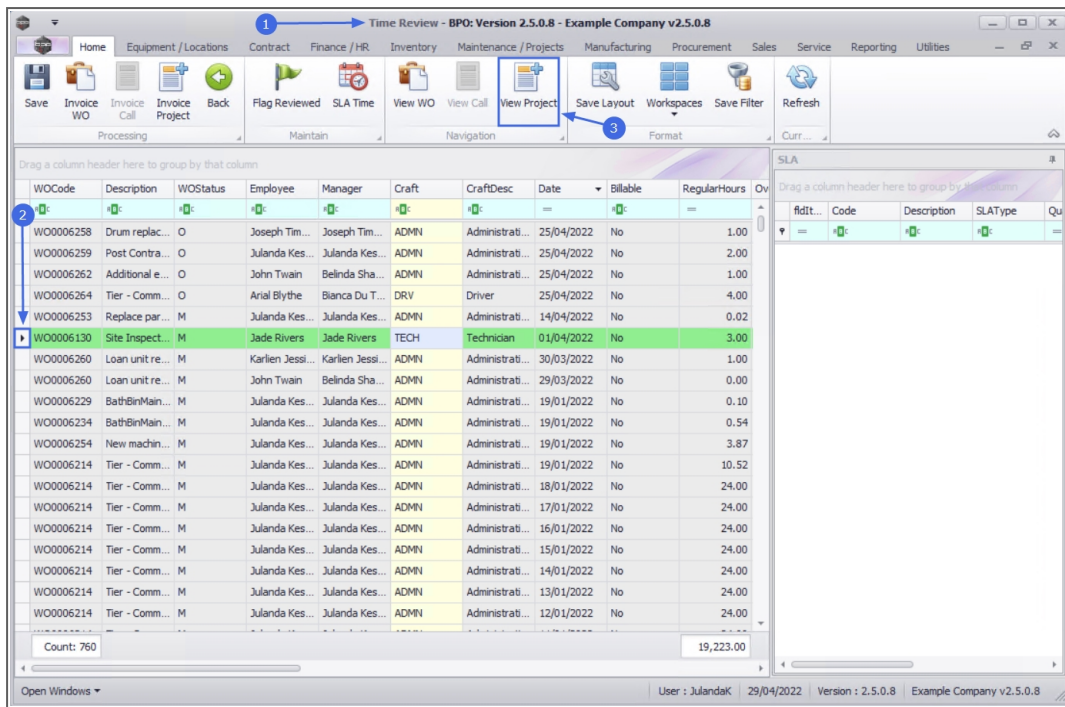
**Ribbon Access:** *Service > Time Review*



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

**5** Save, Back, Save Layout, Workspaces

**6** Links

**Functions:**

- Work Orders
- Work In Progress
- Documents
- Notes
- Assignment History
- Progress Chart
- Baseline

**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	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

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

MNU.075.007

