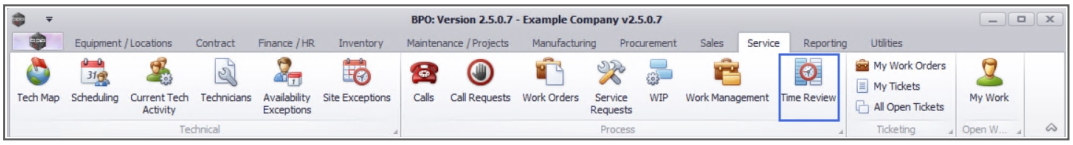
SERVICE

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 ProjectI* buttons will be active.

3. Click on ***View Project***.

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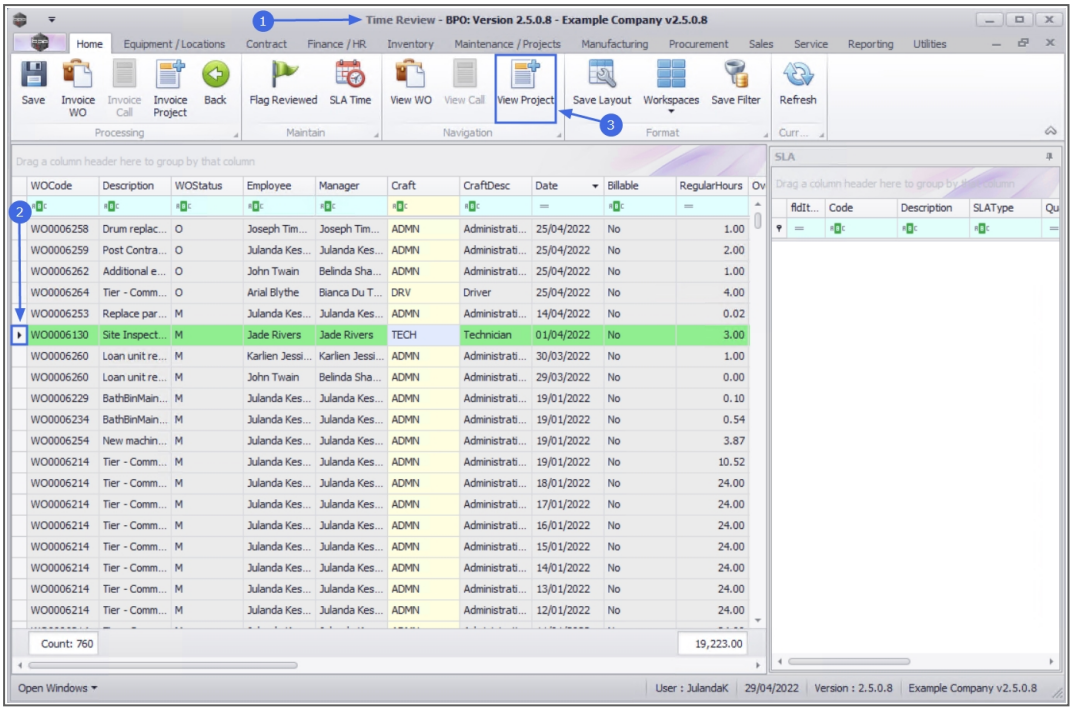

4. "The Edit project : [project ref number] screen will be displayed." on page 2
5. You may wish to update the Project detail. The ***Functions*** tiles are available to link and update the functions related to the project.
6. Click on ***Save*** to save any changes made,
    - or click on ***Back***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

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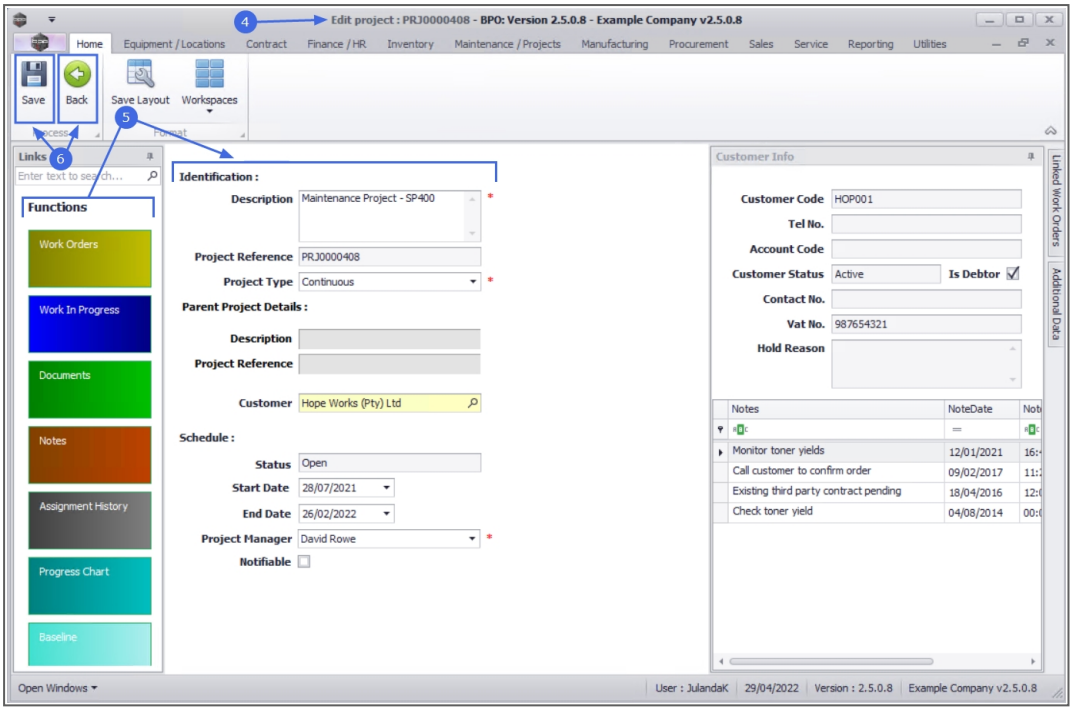

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