We are currently updating our site; thank you for your patience.

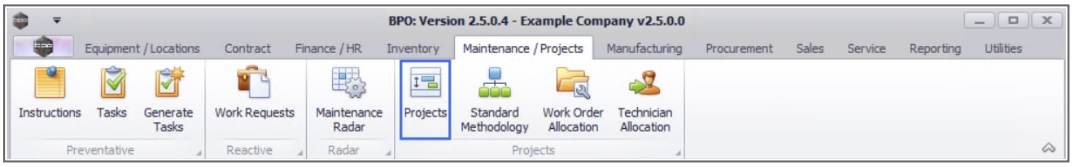
PROJECTS

PROJECTS – THIRD PARTY SERVICES

The Third Party Services tile allows you to view a list of all third party services linked to the selected project.

This information is view only and no changes can be made to the 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. Select the **Status** of the project.
    - The example has **Open** selected.
4. Click on the **row**of the project you wish to view the **third party service** information for.
5. Click on the **Third Party Services** tile.

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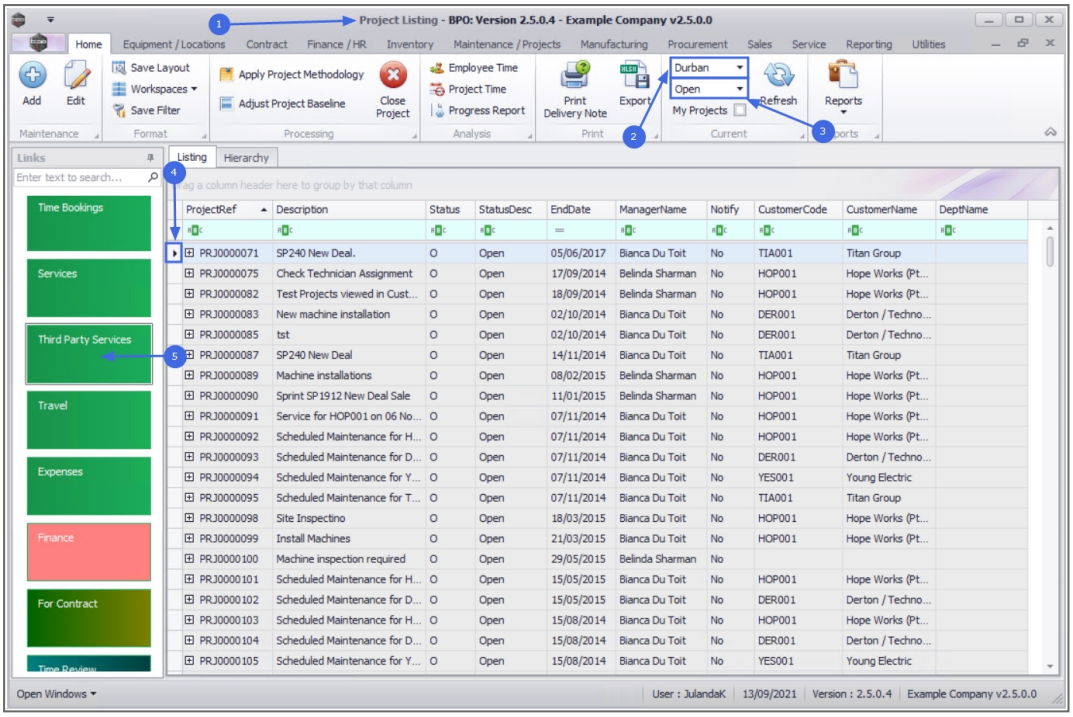

6. The **Third Party Services for Project : [**project ref number**]** screen will be displayed.
7. From this screen you can view a list of the third party service requests linked to the selected project.
8. The scroll bar at the bottom of the screen indicate that there are further information available. Scroll to view the columns on the right hand side of the screen.
9. Click on **Back** to return to the **Project Listing** screen.

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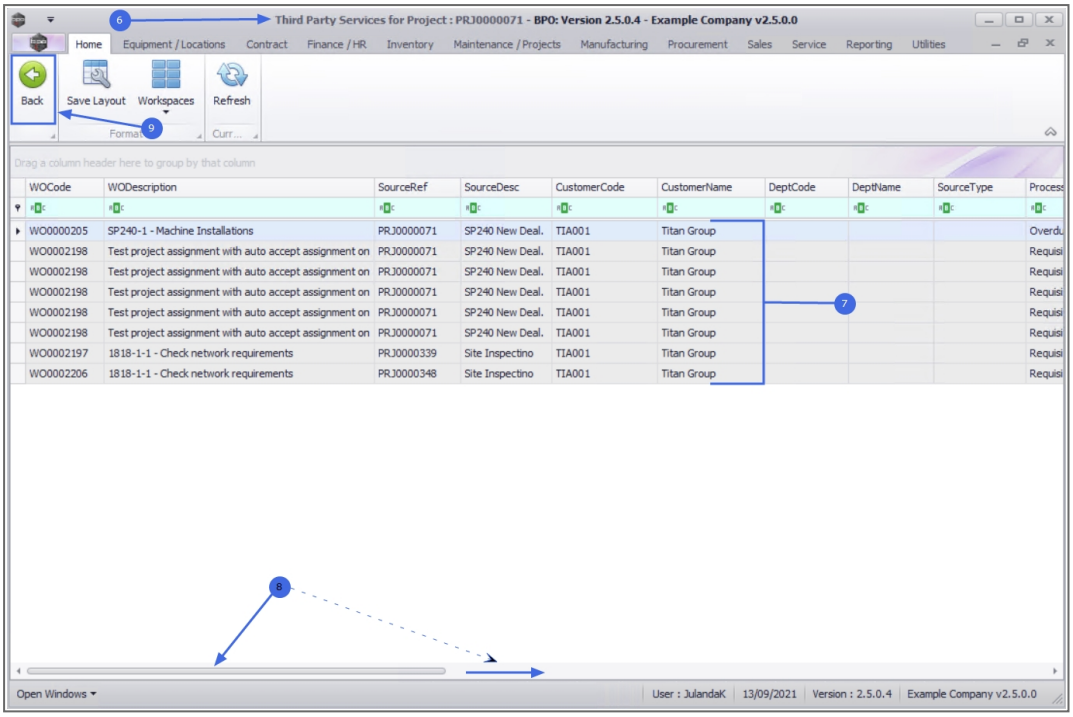

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