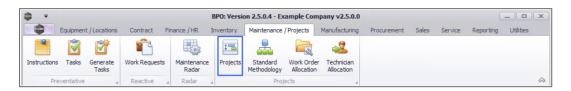


We are currently updating our site; thank you for your patience.

PROJECTS

PROJECTS - ADD SUB-PROJECT

Ribbon Access: Maintenance / Projects > Projects



- 1. The **Project Listing** screen will be displayed.
- 2. Select the **Site** where the Main Project can be located.
 - The example has **Durban** selected.
- 3. Click on the **row** of the project you wish to create a sub project for.
- 4. Click on Add.

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



Projects - Add Sub-Project

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Documents		Design BPO2	0	Open	14/01/2019	Bianca Du Toit	Yes			
		Specification BPO2	0	Open	12/01/2019	Bianca Du Toit	Yes			
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	PRJ0000391	test new project	0	Open	22/08/2018	Ben Johnson	No			
		Sprint SP1912 New Deal Sale	0	Open	19/07/2018	Bianca Du Toit	No	DER001	Derton / Technologies	
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ADD SUB-PROJECT

- 5. When you receive the **Add Project** message to confirm;
 - Is this a branch (a sub project) to the current project [project ref number]?
- 6. Click on **Yes** to create the sub-project.



Projects - Add Sub-Project

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		Sprint SP1912 New Deal Sale	0	Open	19/07/2018	Bianca Du Toit	No	DER001	Derton / Technologies		
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7. The **Add new project** screen will be displayed.

IDENTIFICATION

- **Description:** Type in a description¹ for the sub-project you are creating.
- **Project Reference:** Type in the Project reference Number.

If the field is greyed out, then the Project Reference has been set to automatically issue the project reference number. Refer to project configuration for more information.

¹The project description is a short explanation what the project is all about, e.g. Scheduled Maintenance that needs to be performed.



• **Project Type:** Click on the down **arrow** to select the **project type**¹ that applies to the sub-project you are creating.

	2	Add	new project	- BPO: Version 2.5.0	3 - Example Compa	my v2.5.0.0					
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PARENT PROJECT DETAILS

- **Description:** The description field has been auto populated with the project description of the main project you have selected.
- **Project Reference:** The project reference has been auto populated with the project reference of the main project you have selected.
- **Customer:** The customer field has been auto populated with the customer selected on the main project. You may wish to change the customer for the sub-project, if you are linking the sub-project

¹Unique - Applies to a project that you will start work on and close, for instance a Customer Installation. Continuous - Applies to a project that will have an expanded duration, for instance a Service Agreement where maintenance needs to take place over the span of a few year.



to a different customer.

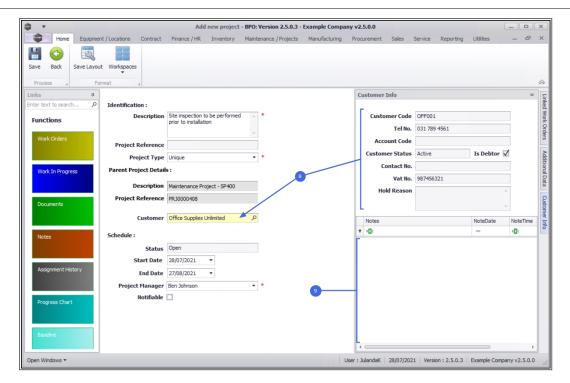
- i. Click on the **search** button to display the **Select the customer for this Project** screen.
- ii. Click on the **row** of the Customer you wish to link to the sub-project.
- iii. Click on **OK**.

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CUSTOMER INFO

- 8. The **Customer Info** frame will auto populate with the customer information you have selected as the Parent Project Details.
- 9. Any **Notes** linked to this customer can also be viewed from this screen.





SCHEDULE

- **Status:** This is the current status for the sub-project and will display as **Open** by default. This field cannot be changed on this screen.
- Start Date: This date will auto populate with the current date.
 Type in or click on the down arrow to select an alternative starting date for the sub-project using the Calendar function.
- End Date: The end date will be set a month from the start date.
 Type in or click on the down arrow to select the expected end date for the project using the Calendar function.
- **Project Manager:** Click on the down **arrow** to select the name of the project manager for the project.



• **Notifiable:** This option is not used by the system.

Note For notifications, use the Assign Technician to the project work order(s) function. If the Company Configuration is set up correctly, then the technician will receive an email for the assignment.

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LINKED WORK ORDERS

10. Click on the **Linked Work Orders** tab, on the right hand side of this screen, to display the **Linked Work Orders** frame.

This panel can be docked to leave it expanded on the screen, which will make it easier to work in.

11. Any work order(s) linked to this sub-project will display in this frame.



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ADDITIONAL DATA

- You may wish to include information not covered in the sub-project frames. Click on the Additional Data tab to expand the Additional Data frame.
- 13. Any **extra** information can be added in the Custom 1 10 fields. These field names can be re-named to suit your company requirements.
 - Please contact your BPO Analyst or CO3 Support for assistance.



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SAVE SUB-PROJECT

- 14. After adding the relevant information for creating the Sub-Project, click on **Save**.
- 15. When you receive the **Project** message screen informing you that;
 - The project: [project ref number] has been saved.

Note that the sub-project number is different from the main project number.

16. Click on OK.



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17. You will return to the **Project Listing** screen where you can view the sub-project.

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	E PR.30000-405	860 10 10 20 2	0	Open	12/02/2021	Wesley Haynes	No	PAN001	Panda Copiers		
	E PR.30000404	TT041 - Bi-annually, Mono 10	0	Open	17/07/2020	Beinda Sharman	No	DER001	Derton / Techno		
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	E PR.30000-401	Implementation BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
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Notes	PR.30000396	Test BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
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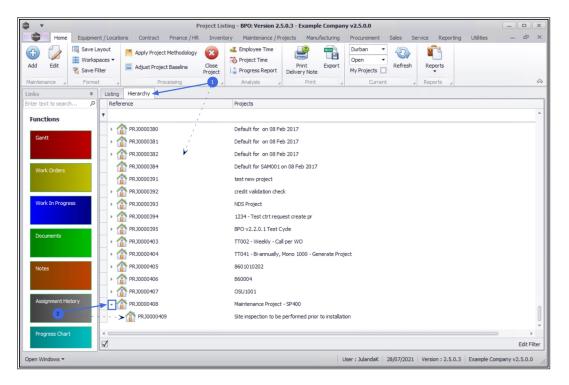
Help v2024.5.0.7/1.0 - Pg 10 - Printed: 21/08/2024

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VIEW IN HIERARCHY VIEW

- 1. Click on the **Hierarchy** tab to display the Project Listing screen in Hierarchy view.
- 2. **Scroll** to the parent project number and click on the **tree view node** to expand the parent project hierarchy.
- 3. The linked **sub-project number** and description can now be viewed.



Related Topics

- Projects Add Main Project
- Projects Edit Project
- Projects Close Project
- Assign Technician

MNU.058.006