

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

PROJECTS

PROJECTS - BASELINE

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 for the project.
 - The example has **Open** selected.
- 4. Click on the **row** of the project that you wish to view the baseline for.
- 5. Click on the **Baseline** tile.



Projects - Baseline

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ter text to search	ρ 4		er here to group by that column								1/2	
	N									1		1
Assignment Histor			Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	-
Progress Chart		R O C	1 0 :	R C	RBC	=	ROC	* 0 ¢	ROC	*Oc	R O C	
		PRJ0000412	Install Machines	- SP400 O	Open Open Open Open	26/02/2022 26/02/2022 26/02/2022 26/02/2022	David Rowe	No No No	HOP001 HOP001 HOP001 HOP001	Hope Works (Pt Hope Works (Pt Hope Works (Pt Hope Works (Pt		
			Site Inspectino				David Rowe					
		PRJ0000410	New machine installation				David Rowe					
			Maintenance Project - SP400									
		PRJ0000407	OSU1001	0	Open	31/03/2021	Steven Cooper No	No	OFF001	Office Supplies		
			B60004 5		Open	31/03/2021		BIG0001	Big Bargains			
		PRJ0000405	8601010202	0	Open	12/02/2021	Wesley Haynes	No	PAN001	Panda Copiers		
		PR30000404	TT041 - Bi-annually, Mono 10		Open	17/07/2020	Belinda Sharman	No	DER001	Derton / Techno		
Contacts			TT002 - Weekly - Call per WO	0	Open	06/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt		
		PRJ0000402	test	0	Open	22/05/2020	Bianca Du Toit	No	DER001	Derton / Techno		
			Implementation BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
Parts		PR30000400	Testing BPO2	0	Open	18/01/2019	Bianca Du Toit	No				
			Developmennt BPO2	0	Open	16/01/2019	Bianca Du Toit	Yes				
			Design BPO2	0	Open	14/01/2019	Bianca Du Toit	Yes				
Time Bookings	- H		Specification BPO2	0	Open	12/01/2019	Bianca Du Toit	Yes				
		PRJ0000396	Test BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
		PRJ0000395	BPO v2.2.0.1 Test Cyde	0	Open	08/02/2019	Bianca Du Toit	No				
			1234 - Test ctrt request crea		Open	14/08/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Services			NDS Project	0	Open	30/07/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
			credit validation check	0	Open	30/07/2018	Bianca Du Toit	No	OFF001	Office Supplies		

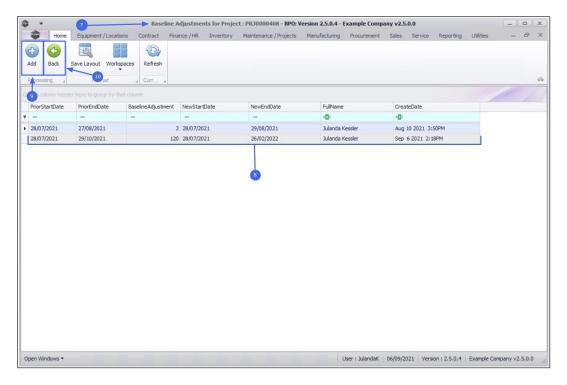
- 7. The **Baseline Adjustments for Project :** [project ref number] screen will be displayed.
- 8. From this screen you will be able to view the project baseline adjustments made to the selected project.
 - **Prior Start** and **Prior End Date** reflect the original start and end date for the project.
 - The **Baseline Adjustment** column reflect the baseline adjustment days that were made to the project.
 - New Start and New End Dates reflect the updated project end date after the baseline adjustment days have been updated.
 - Full Name column will display the name of the employee, normally the project manager that made the project adjustment. The date and time that the adjustment was made will reflect in the **Create Date** column.



9. If you need to make an adjustment to the selected project, click on Add.

"The Baseline Adjustment screen will be displayed." on page 2

10. Click on **Back** to return to the **Project Listing** screen.



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