

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

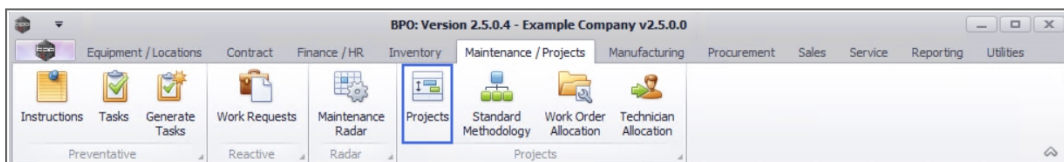
PROJECTS

PROJECTS – TRAVEL

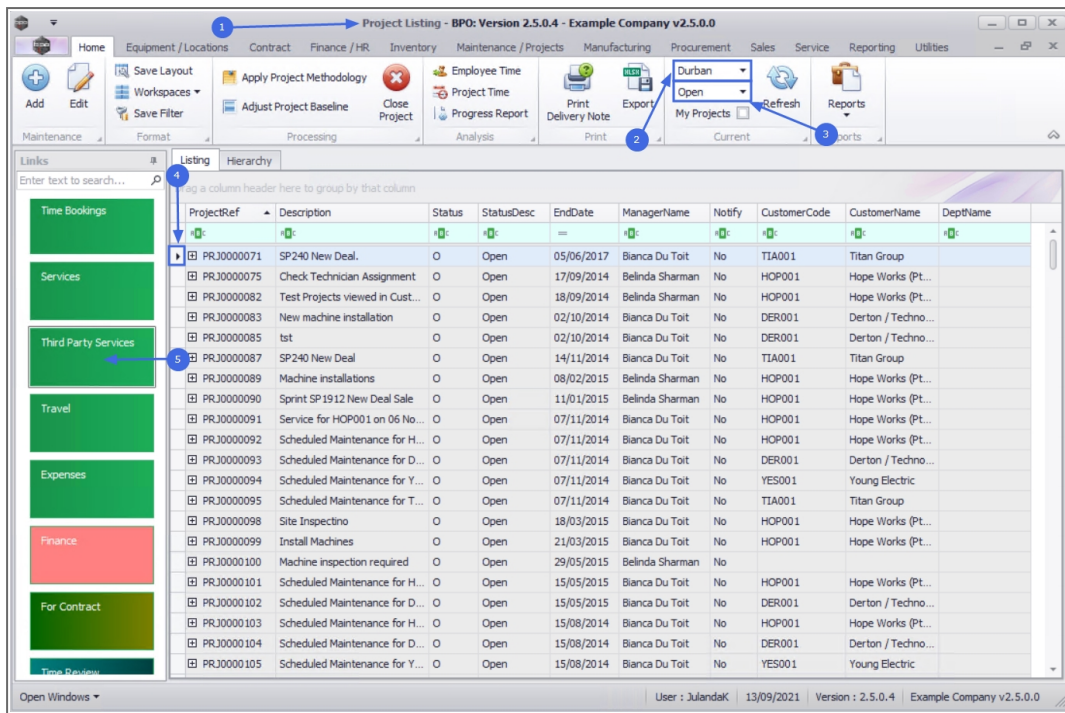
From the Travel tile you to view a list of all the travelling that was done by the Technician linked to the selected project.

The information is view only and no changes can be made from this screen.

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 **travel** information for.
5. Click on the **Travel** tile.



6. The **Travel for Project** : [project ref number] screen will be displayed.
7. From this screen you can view a list of all the travel information logged against the project, by the Technicians linked to a Work Order in the 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.

The screenshot shows the 'Travel for Project' interface in CO3 software. The title bar reads 'Travel for Project : PRJ0000071 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0'. The top navigation bar includes 'Home', 'Equipment / Locations', 'Contract', 'Finance / HR', 'Inventory', 'Maintenance / Projects', 'Manufacturing', 'Procurement', 'Sales', 'Service', 'Reporting', and 'Utilities'. The main toolbar contains 'Back', 'Save Layout', 'Workspaces', 'Refresh', 'Format', and 'Curr...'. Below the toolbar, a table displays travel data with columns: ProjectRef, ProjectDesc, WOCODE, WODescription, FullName, TravelDate, Distance, Rate, RateCode, RateDescription, and Des. The table contains one data row: PRJ0000071, SP240 New Deal, WO0002198, Test project assignment with auto accept assignment on, Bianca Du Toit, 30/05/2018, 200.00, 3.50 STD, Normal Travel Rate, Tra. Annotations include: '6' pointing to the 'Back' button; '7' pointing to the 'WODescription' column header; and '8' pointing to the horizontal scrollbar at the bottom of the table.

ProjectRef	ProjectDesc	WOCODE	WODescription	FullName	TravelDate	Distance	Rate	RateCode	RateDescription	Des
PRJ0000071	SP240 New Deal	WO0002198	Test project assignment with auto accept assignment on	Bianca Du Toit	30/05/2018	200.00	3.50	STD	Normal Travel Rate	Tra

MNU.058.064

