

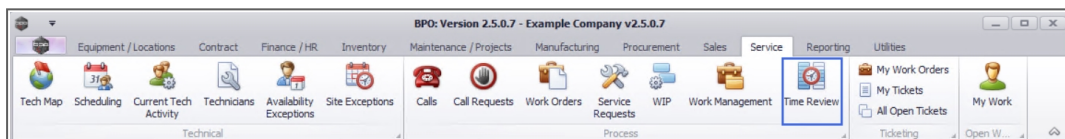
We are currently updating our site; thank you for your patience.

SERVICE

TIME REVIEW – VIEW PROJECT

The Project linked to the work order can be maintained using the **View Project** function.

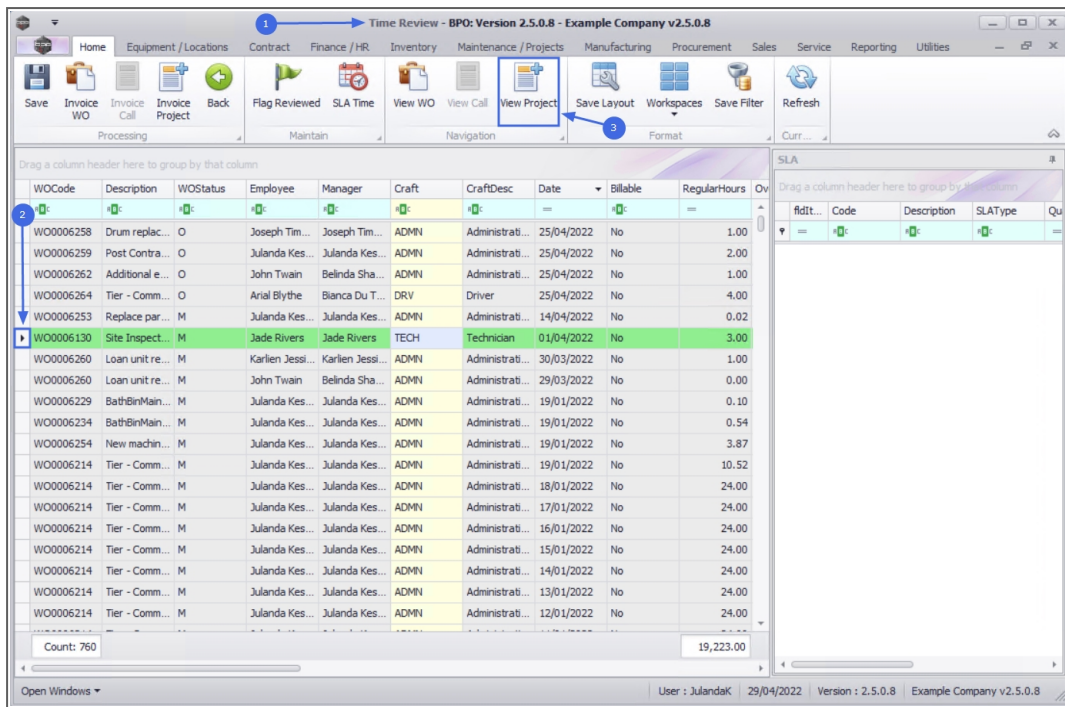
Ribbon Access: Service > Time Review



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 Project** buttons will be active.

3. Click on **View Project**.



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.

The screenshot displays the 'Edit project' window for 'PRJ0000408 - BPO: Version 2.5.0.8 - Example Company v2.5.0.8'. The interface includes a top navigation bar with various modules like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A left sidebar contains 'Links' and 'Functions' (Work Orders, Work In Progress, Documents, Notes, Assignment History, Progress Chart, Baseline). The main area is divided into sections: Identification, Parent Project Details, and Schedule. The 'Customer Info' panel on the right shows details for 'HOP001'.

Identification:

- Description: Maintenance Project - SP400
- Project Reference: PRJ0000408
- Project Type: Continuous

Parent Project Details:

- Description: [Empty]
- Project Reference: [Empty]
- Customer: Hope Works (Pty) Ltd

Schedule:

- Status: Open
- Start Date: 28/07/2021
- End Date: 26/02/2022
- Project Manager: David Rowe
- Notifiable:

Customer Info:

- Customer Code: HOP001
- Tel No.: [Empty]
- Account Code: [Empty]
- Customer Status: Active
- Is Debtor:
- Contact No.: [Empty]
- Vat No.: 987654321
- Hold Reason: [Empty]

Notes Table:

Notes	NoteDate	NoteTime
Monitor toner yields	12/01/2021	16:00
Call customer to confirm order	09/02/2017	11:00
Existing third party contract pending	18/04/2016	12:00
Check toner yield	04/08/2014	00:00

Bottom status bar: User: JulandaK | 29/04/2022 | Version: 2.5.0.8 | Example Company v2.5.0.8

MNU.075.007

