

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

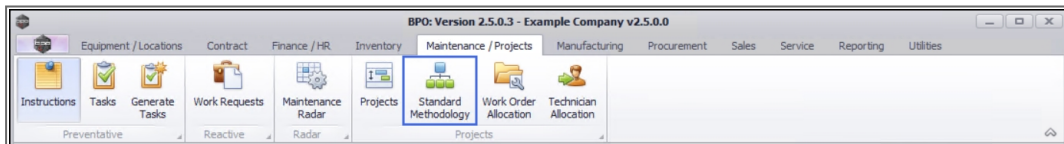
PROJECTS

STANDARD METHODOLOGY - ASSIGN EXTERNAL RESOURCE(S)

An External Resource is a sub-contract service that is required for the Project and can be linked to either a Main or Sub-layer where the Work Order to be Generated has been selected.

For the purpose of this manual, an External Resource has been linked using the **Edit** function on the **Project Maintenance** screen, but can also be linked when creating the project.

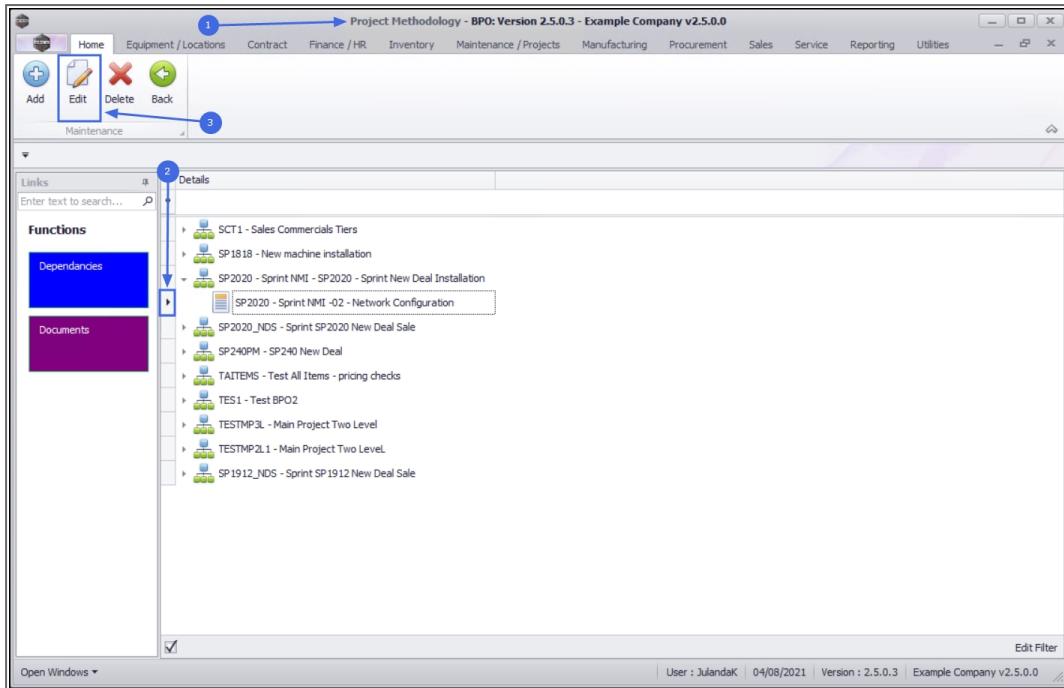
Ribbon Access: Maintenance / Projects > Standard Methodology




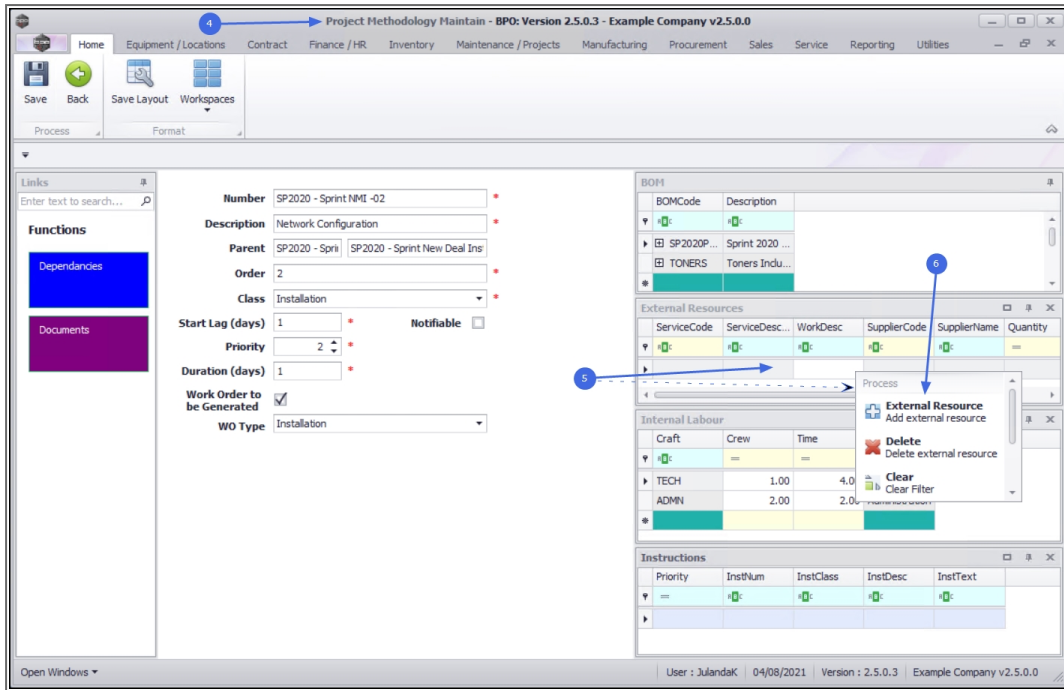
1. The **Project Methodology** screen will be displayed.
2. Click on the **row** of the **methodology layer** you wish to link an **External Resource** to.
3. Click on **Edit**.



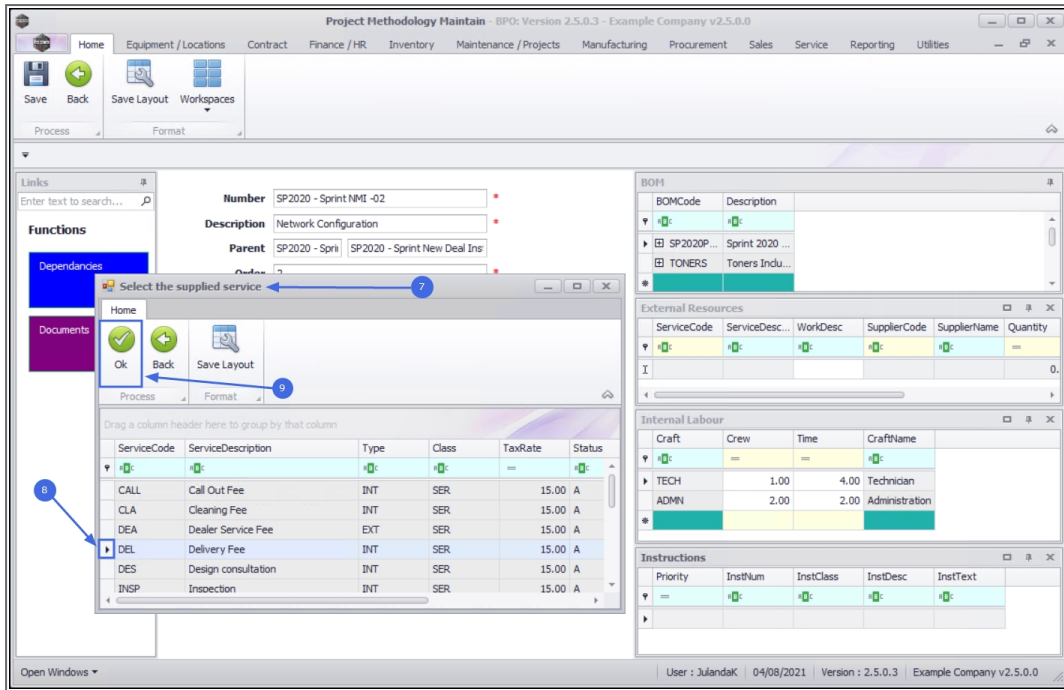
Short cut key: Right click to display the Maintenance menu list. Click on **Edit**.



4. The **Project Methodology Maintain** screen will be displayed.
5.  **Right click** on the next available row on the **External Resources** frame, to display the **Process** menu.
6. Click on **External Resource** - Add external resource.

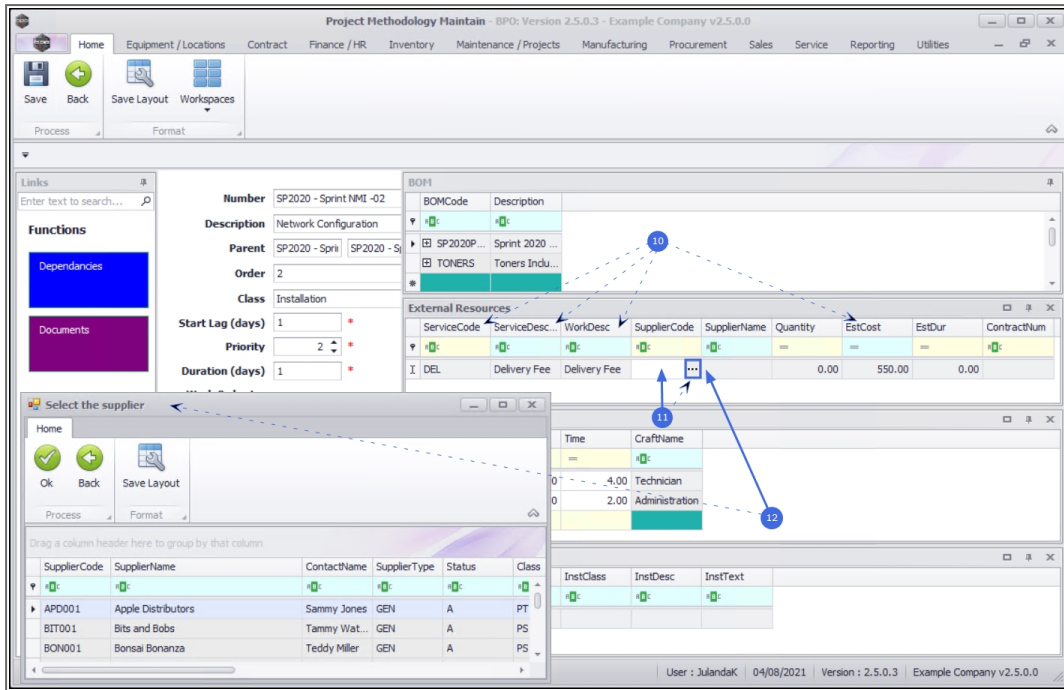


7. The **Select the supplied service** screen will be displayed.
8. Click on the **row** of the **external resource** you wish to **assign** to this **project methodology layer**.
9. Click on **OK**.



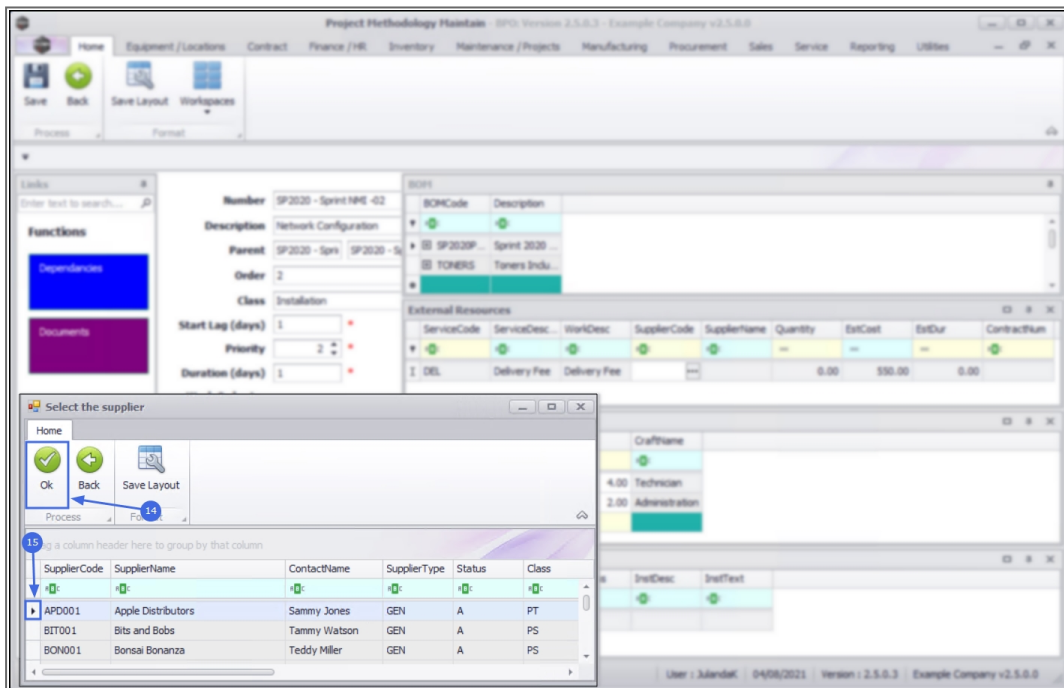
Expand the External Resources frame to display all the fields by click and drag the left side of the frame.

10. The **Service Code**, **Service Description**, **Work Description** and **Estimated Cost** fields will populate with the selected sub-contract service.
11. Click in the **Supplier Code** text box to display an **ellipsis** button.
12. Click on the ellipsis button to display the **Select the supplier** screen.



13. Click on the **row** of the **supplier** you wish to assign as the **external resource**.

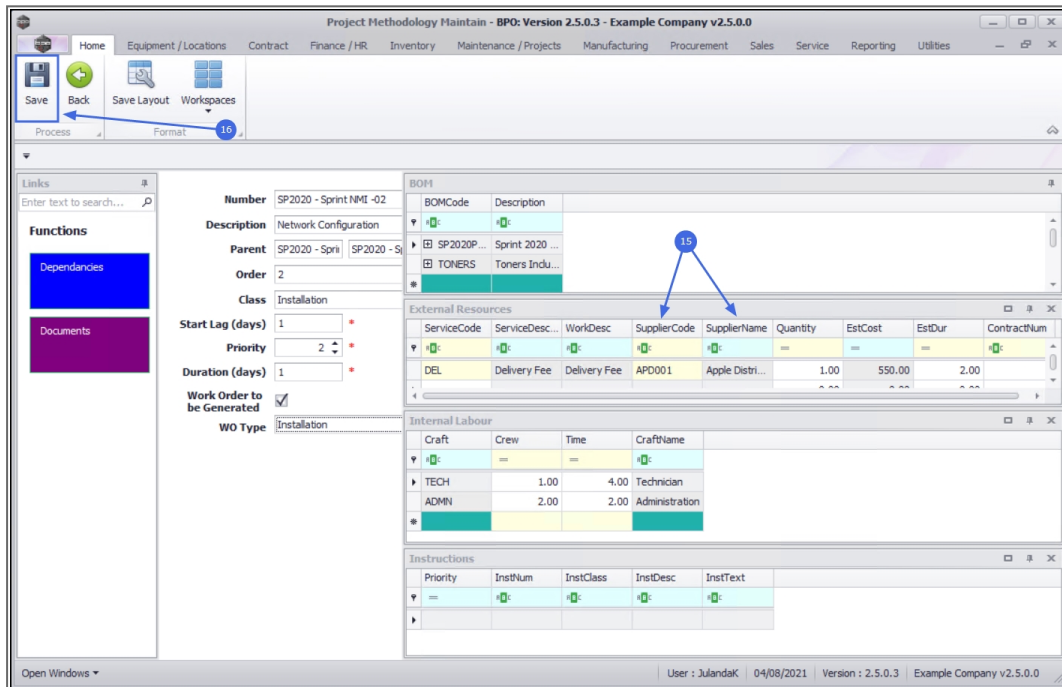
14. Click on **OK**.



15. The **Supplier Code** and **Supplier Name** will populate with the supplier information selected.

- **Quantity:** Type in or use the directional **arrows** to select the quantity required.
- **Est Duration:** Type in or use the directional **arrows** to select the estimated time (in days) required to perform the task.
- **Contract Number:** Type in the contract number for the supplier, if required.

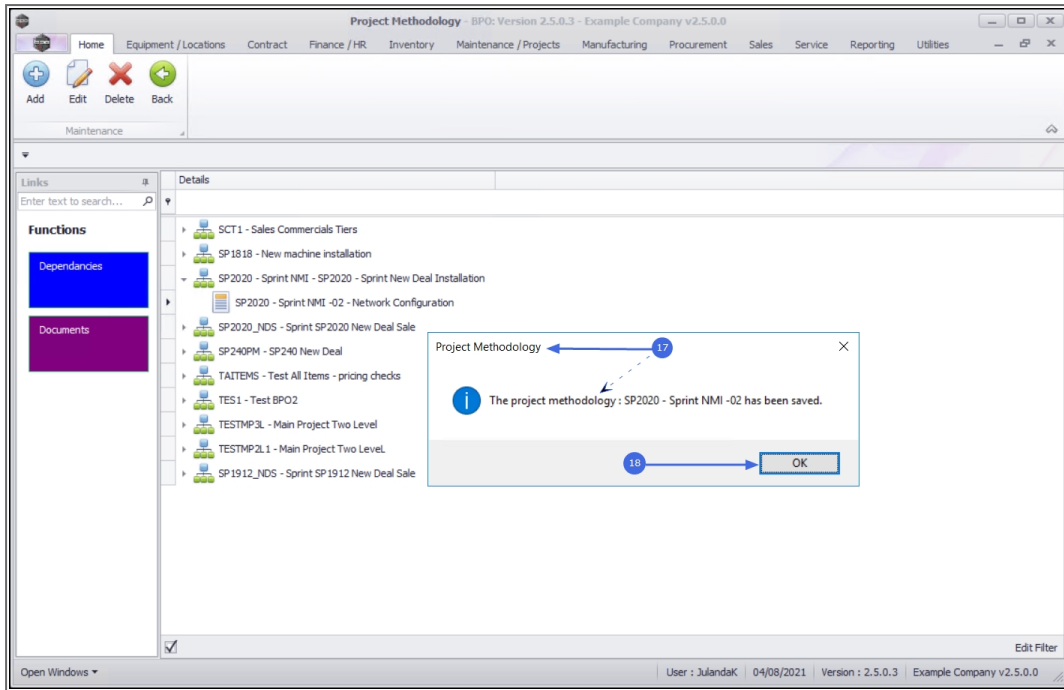
16. When you have finished adding the details to the **External Resource**, click on **Save**.



17. When you receive the **Project Methodology** message to confirm that;

- **The project methodology : [methodology name] has been saved.**

18. Click on **OK**.



Related Topics

- [Remove an External Resource](#)

MNU.153.006

