

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

PROJECTS

PROJECTS - THIRD PARTY SERVICES

The Third Party Services tile allows you to view a list of all third party services linked to the selected project.

This information is view only and no changes can be made to the information.

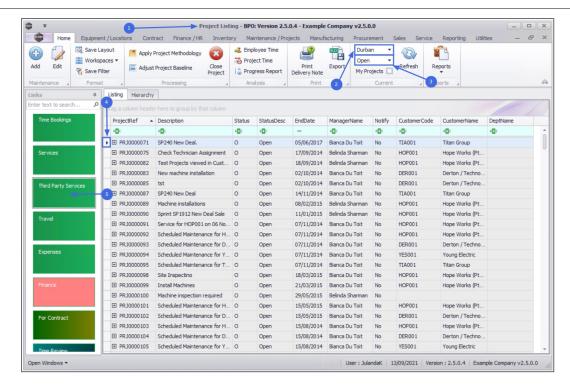
Ribbon Access: Maintenance / Projects > Projects



- 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 the **third party service** information for.
- 5. Click on the Third Party Services tile.



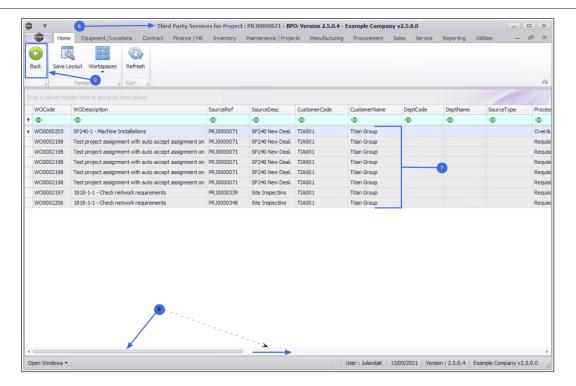
Projects - Third Party Services



- The Third Party Services for Project: [project ref number] screen will be displayed.
- 7. From this screen you can view a list of the third party service requests linked to the selected 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.



Projects - Third Party Services



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