

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

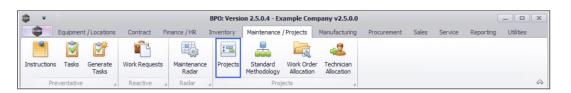
PROJECTS

PROJECTS - CLOSE PROJECT

When the project has been completed and no further items are outstanding on the project, or the project is no longer required, it is ready to be closed. BPO will not allow you to close the project if outstanding billable items, loan machines, un-issued stock, etc. still reflect on the project.

Remember that once a project has been closed, it cannot be reopened. You can however still view the project 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. Ensure that the **Status** has been set to **Open**.
- 4. Click on the row of the project or sub-project you wish to close .
- 5. Click on Close Project

Short cut key: Right click to display the All groups menu list. Click on Close.



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Gantt	PRJ0000412	Instal Machines	0	Open	23/08/2021	David Rowe	No	HOP001	Hope Works (Pt	-	
		Site Inspectino	0	Open	21/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
	PR30000410	New machine installation	0	Open	24/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
Work Orders	▶ PRJ0000409	Site inspection to be perform	0	Open	29/08/2021	Ben Johnson	No	OFF001	Office Supplies		
		Maintenance Project - SP400	0	Open	29/08/2021	David Rowe	No	HOP001	Hope Works (Pt		
		OSU1001	0	Open	31/03/2021	Wesley Haynes	No	OFF001	Office Supplies		
Work In Progress	PR30000406	B60004	0	Open	31/03/2021	Steven Cooper	No	BIG0001	Big Bargains		
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	PRJ0000404	TT041 - Bi-annually, Mono 10	0	Open	17/07/2020	Belinda Sharman	No	DER001	Derton / Techno.		
		TT002 - Weekly - Call per WO	0	Open	06/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt		
Documents		test	0	Open	22/05/2020	Bianca Du Toit	No	DER001	Derton / Techno		
	PRJ0000401	Implementation BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
		Testing BPO2	0	Open	18/01/2019	Bianca Du Toit	No				
Notes		Developmemnt BPO2	0	Open	16/01/2019	Bianca Du Toit	Yes				
		Design BPO2	0	Open	14/01/2019	Bianca Du Toit	Yes				
	PRJ0000397	Specification BPO2	0	Open	12/01/2019	Bianca Du Toit	Yes				
Assignment History	PRJ0000396	Test BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
	PRJ0000395	BPO v2.2.0.1 Test Cycle	0	Open	08/02/2019	Bianca Du Toit	No				
	PRJ0000394	1234 - Test ctrt request crea	0	Open	14/08/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Descress Chart		NDS Project	0	Open	30/07/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		

- 6. When you receive the **Close Project** message to confirm;
 - Are you sure you want to close this project: Reference: PRJ[project number], it cannot be reopened.
- 7. Click on Yes.

Note that BPO will prevent closure of the project if you have outstanding billable items, loan machines, un-issued stock, etc.



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				000400	Testing BPO2	0	Open	18/01/2019	Bianca Du Toit	No				
Notes				000399	Developmemnt BPO2	0	Open	16/01/2019	Bianca Du Toit	Yes				
				000398	Design BPO2	0	Open	14/01/2019	Bianca Du Toit	Yes				
				000397	Specification BPO2	0	Open	12/01/2019	Bianca Du Toit	Yes				
Assignment Histor	у		E PRJOC	000396	Test BPO2	0	Open	20/01/2019	Bianca Du Toit	Yes				
			1 PR.300	000395	BPO v2.2.0.1 Test Cyde	0	Open	08/02/2019	Bianca Du Toit	No				
				000394	1234 - Test ctrt request crea	0	Open	14/08/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
Dreamers Chart				000393	NDS Project	0	Open	30/07/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		

- 8. When you receive the **Project Module Closure** message to confirm that;
 - The Project, Reference: [project ref number] has been closed.
- 9. Click on OK.

The project will be **removed** from the Project Listing screen where the status is set to **Open**.



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				0	Open	14/01/2019	Bianca Du T		Yes				
and the second second	PRJ00		BPO2	0	Open	12/01/2019	Bianca Du T		Yes				
Assignment History		000396 Test BPO2		0	Open	20/01/2019	Bianca Du T		Yes				
		000395 BPO v2.2.0.1	,	0	Open	08/02/2019	Bianca Du T	oit	No				
	E PRJ0		trt request crea		Open	14/08/2018	Bianca Du T	oit	No	HOP001	Hope Works (Pt		
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VIEW CLOSED PROJECT

- 1. From the **Project Listing** screen,
- 2. Change the **Status** to **Closed**.
- Note the project in the project list with the Status changed to C -Closed.



Projects - Close Project

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Work In Progress		test	c	Closed	21/06/2017	Bianca Du Toit	No	APP0001	Apple Juice Inc		
		Project - Orders v2.1.0.6	c	Closed	24/06/2017	Judith Mudzengi	No	HOP001	Hope Works (Pt		
	PRJ0000242	My Work test v2.1.0.5	с	Closed	21/06/2017	Judith Mudzengi	No	HOP001	Hope Works (Pt		
Documents		Auto Accept Assignment Off	с	Closed	13/05/2017	Judith Mudzengi	No	HOP001	Hope Works (Pt		
	PRJ0000188	Main Project Two Levels	С	Closed	28/02/2017	Bianca Du Toit	No	HOP001	Hope Works (Pt		
	PRJ0000187	Standard Methodology	С	Closed	19/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt		
Notes		Project linked to non dient as	С	Closed	16/03/2017	Bianca Du Toit	No	DER001	Derton / Techno		
	PRJ0000172	Project linked to a client asse	С	Closed	16/03/2017	Bianca Du Toit	No	WES001	Westwood Dyna.		
	PRJ0000171	Project linked to a client asset	С	Closed	16/03/2017	Bianca Du Toit	No	DER001	Derton / Techno		
Assignment History		Project linked to a non custo	С	Closed	16/03/2017	Belinda Sharman	No	SAM001	Samanthas Diner		
	PRJ0000169	Project linked to a client locat	С	Closed	31/03/2017	Belinda Sharman	No	HOP001	Hope Works (Pt		
		Project linked to a client locat	С	Closed	31/03/2017	Bianca Du Toit	No	HOP001	Hope Works (Pt		
		BPOv2 test for Durban	с	Closed	08/03/2017	Judith Mudzengi	No	HOP001	Hope Works (Pt		

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