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

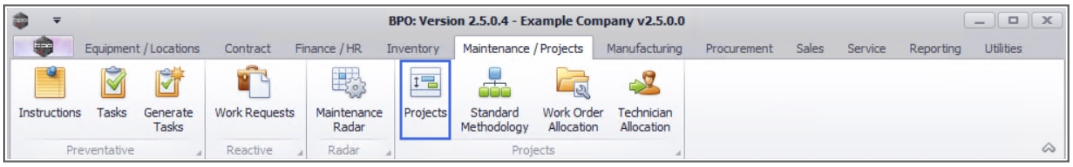
PROJECTS

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.

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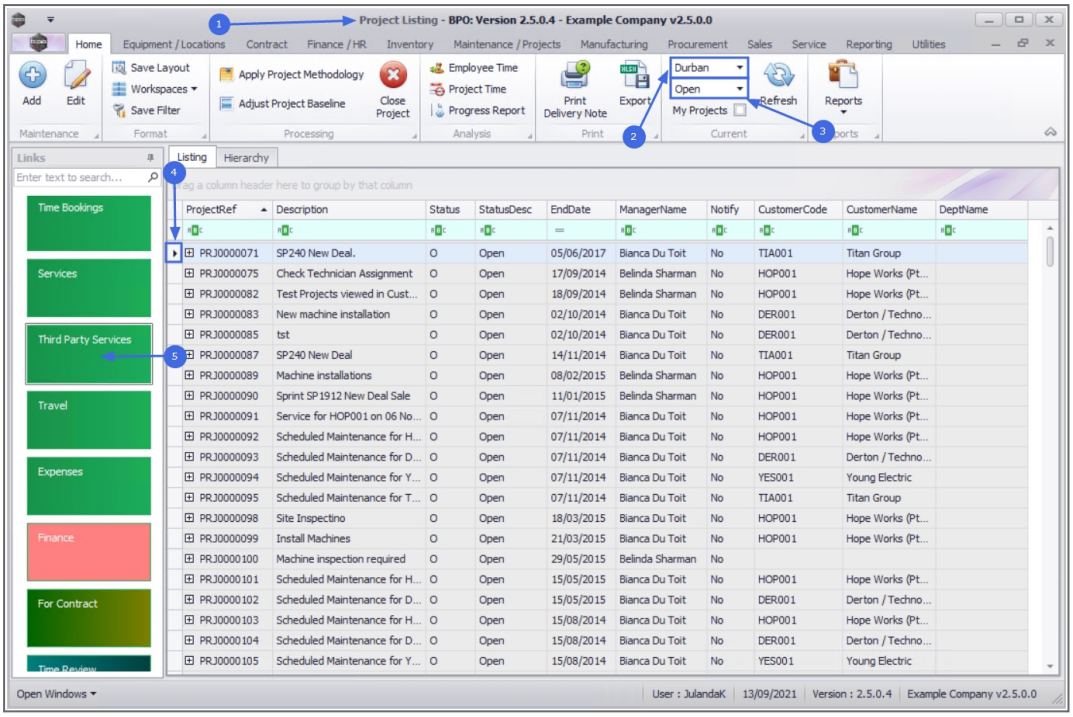

6. The **Travel for Project : [**project ref number**]** screen will be displayed.
7. From this screen you can view a list of all the travel information logged against the project, by the Technicians linked to a Work Order in the Project.
8. The scroll bar at the bottom of the screen indicate that there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

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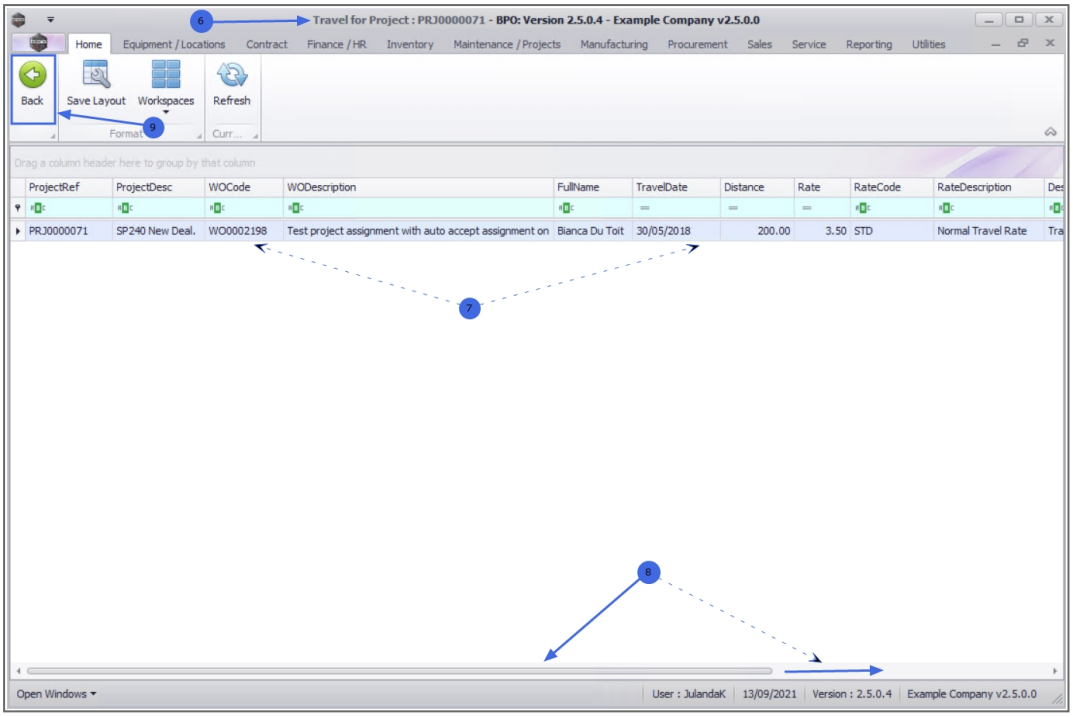

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