

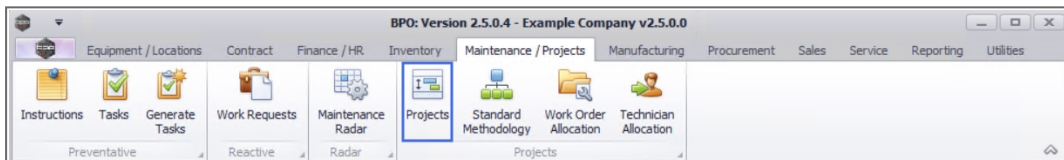
PROJECTS

PROJECTS - TRAVEL

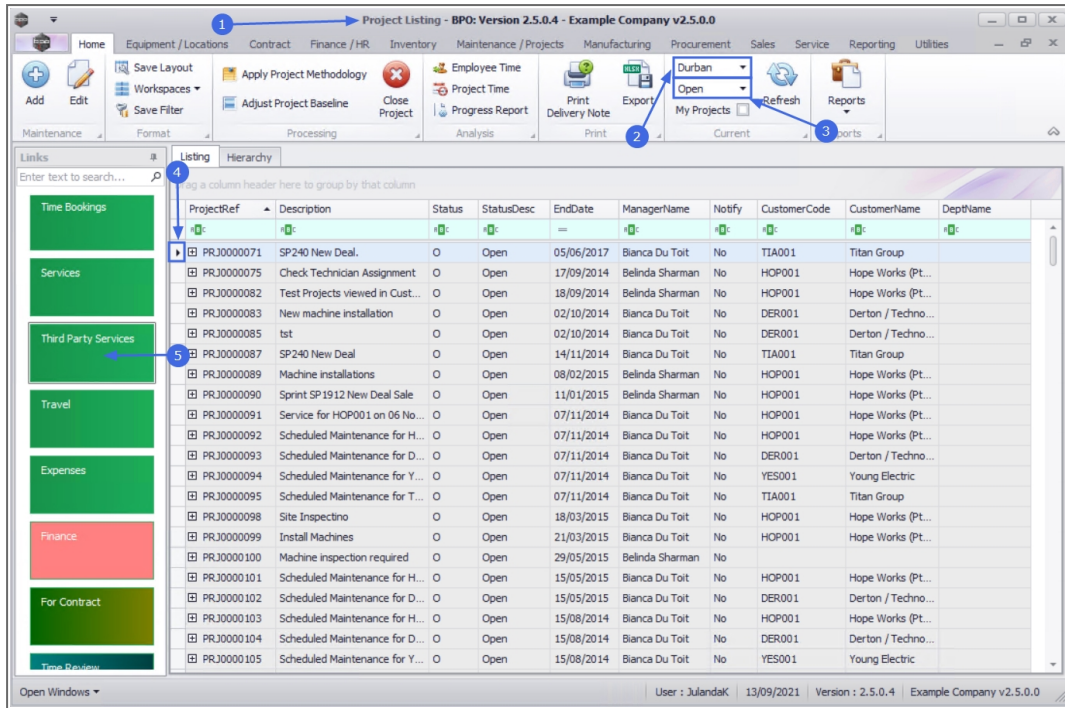
From the Travel tile you to view a list of all the travelling that was done by the Technician linked to the selected project.

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.



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.

The screenshot shows a software interface for 'Travel for Project : PRJ0000071 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0'. 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. Below this is a secondary navigation bar with buttons for Back, Save Layout, Workspaces, Refresh, Format, and Curr... . A table displays travel data with columns: ProjectRef, ProjectDesc, WOCode, WODescription, FullName, TravelDate, Distance, Rate, RateCode, RateDescription, and Des. The table contains one row of data. Below the table, there are three callout boxes with numbers 6, 7, and 8. Callout 6 points to the 'Back' button. Callout 7 points to the 'WODescription' column header. Callout 8 points to the horizontal scrollbar at the bottom of the table.

ProjectRef	ProjectDesc	WOCode	WODescription	FullName	TravelDate	Distance	Rate	RateCode	RateDescription	Des
PRJ0000071	SP240 New Deal.	WO0002198	Test project assignment with auto accept assignment on	Bianca Du Toit	30/05/2018	200.00	3.50	STD	Normal Travel Rate	Tra

MNU.058.064

