

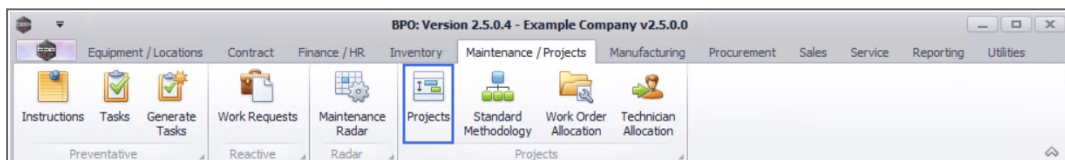
PROJECTS

PROJECTS - TRAVEL

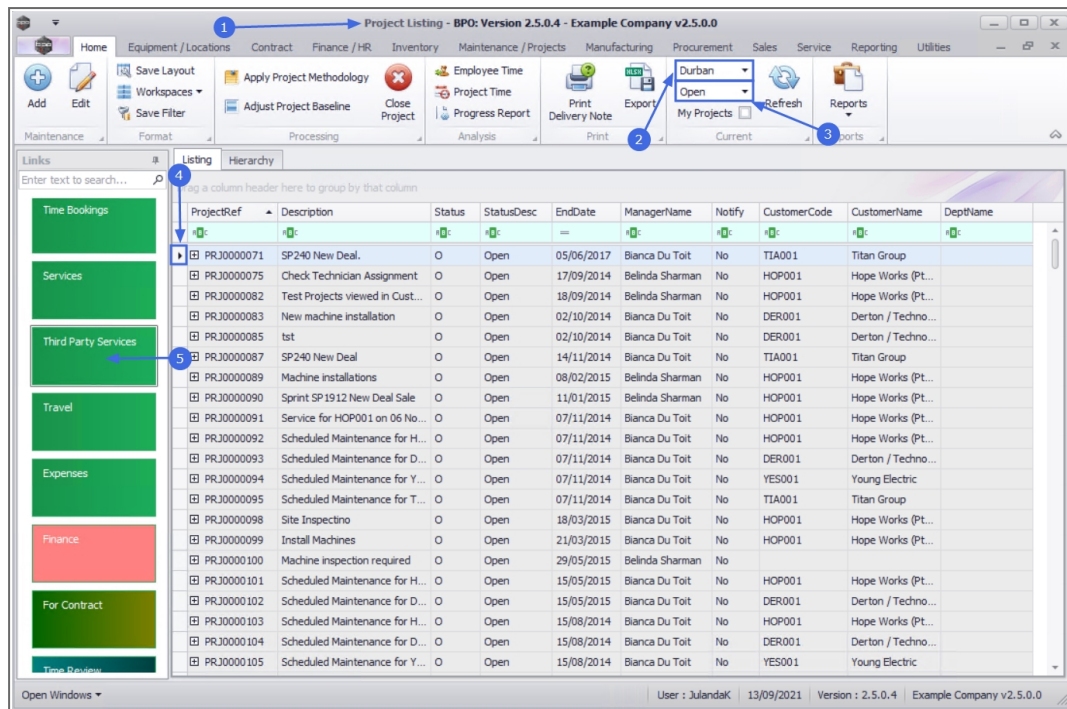
From the Travel tile you to view a list of all the travelling that was done by the Technician linked to the selected project.

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.

Travel for Project : PRJ0000071 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Workspaces Refresh

Format Curr...

Drag a column header here to group by that column

ProjectRef	ProjectDesc	WOCCode	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

Open Windows

User : JulandaK 13/09/2021 Version : 2.5.0.4 Example Company v2.5.0.0

MNU.058.064

