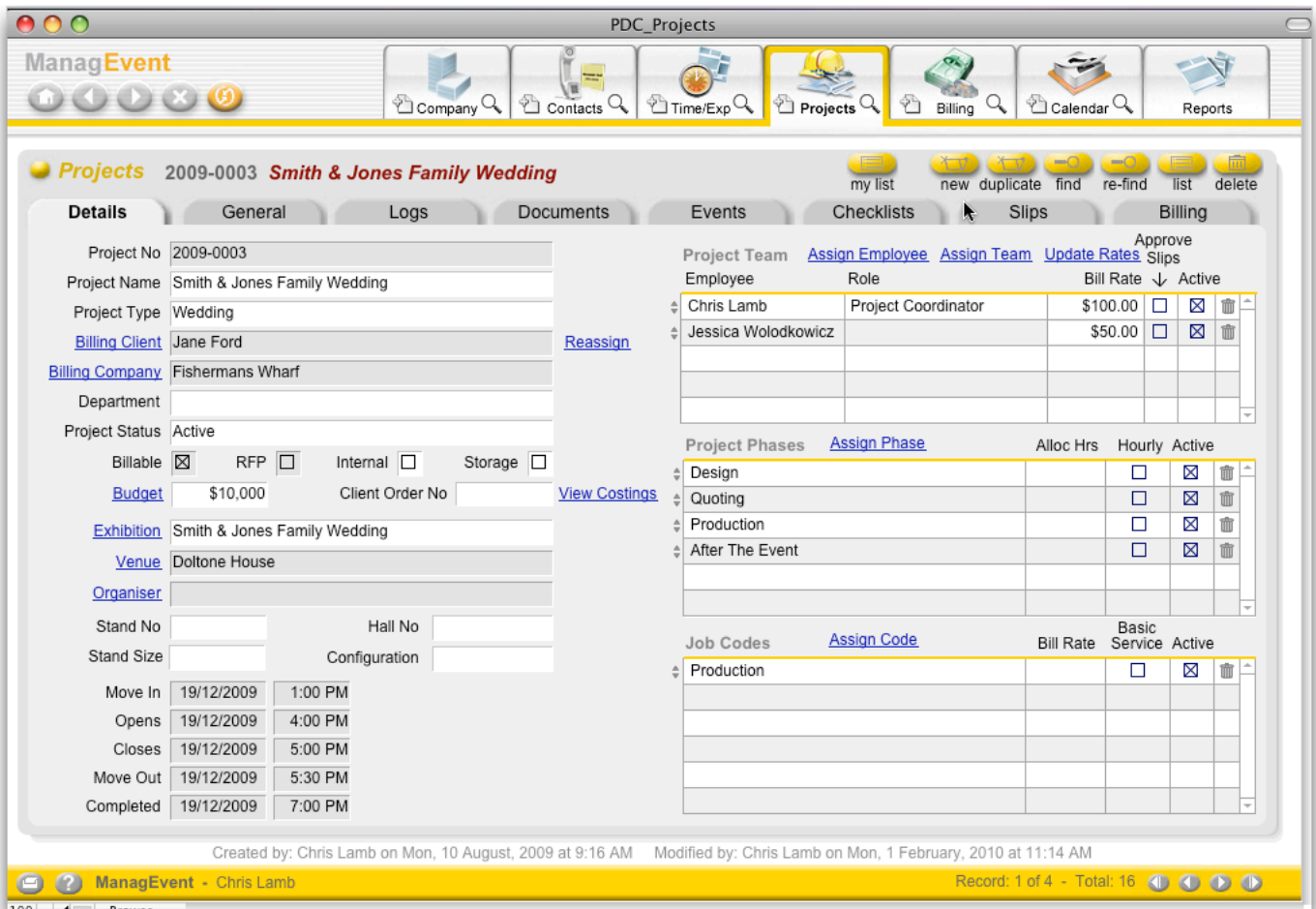


Project Database Co

Developer of
ExhibitOffice + ManagEvent

Project - Detail Tab

The Project Detail Tab summarises most of the data about a project



Project No - The initial number can be set in preferences

Project Name - This is to be unique and ideally should be a combination of the client name and the Event or Exhibition it relates to as this name is used in several places. If this is an annual occurrence then the year might also be a good idea

Project Type - This list is also set in preferences

Billing Client & Company, this can be changed part way through the project if necessary but is usually set when the project is opened.

Department - If relevant various department names can be entered into preferences

Project Database Co

Developer of
ExhibitOffice + ManagEvent

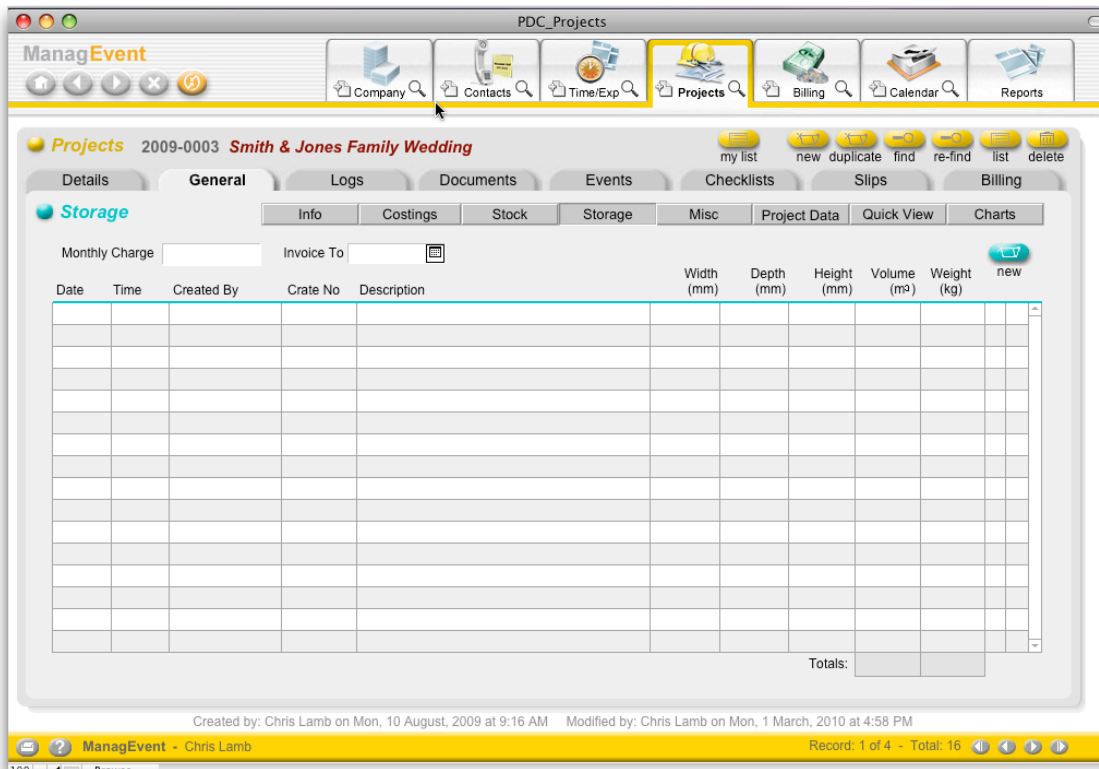
Project Status - This is the most important field as if a project is categorised incorrectly it may not show up on any reports and could be missed.

Billable - An income producing project

RFP - Request for Proposal, only used if there is a separate team that chase work upon conversion to a project it needs to be re entered

Internal - This is intended for tracking costs for jobs that will not attract income Typically this will be used for tracking internal development costs

Storage- If something is being stored on behalf of a client this make accessible a Screen where storage items can be listed along with sizes and weights.



Budget - This is the initial budget that the client provided or was estimated, it is also used for data that appears in the Pipeline chart Admin Home Screen

Exhibition or Event - From here on data from the Exhibition or Event details are listed.

Project Team - All those that are working on a project are entered here, unless a person is listed they cannot view a project.

Project Database Co

Developer of

ExhibitOffice + ManagEvent

Project Phase - This is where the standard phases set in preferences are automatically created when the project is opened. Once open these can be modified, phases deleted and others added.

Job Codes - This is where the standard job codes set in preferences automatically drop in when the project is created. Additional ones can be added as well as custom codes for a particular project created

Creation & Modification Details - In a soft grey just above the yellow coloured line is listed the date a project was opened and who opened it. It also shows when it was last modified and who by.