

Project Database Co

Developer of
ExhibitOffice + ManagEvent

Project Billing Details - Change Them

A project can have the person or event the company changed that is to be sent the bill after the project has been opened.

The screenshot shows the ExhibitOffice software interface for a project named 'Porsche - Sydney Motor Show 2010'. The 'Project Team' table is visible, showing employees and their roles. A 'Reassign' link is highlighted with an arrow pointing to it. The word 'Reassign' is also written next to the arrow.

Employee	Role	Bill Rate	Active
Chris Lamb	Account Executive	\$50.00	<input type="checkbox"/>
Jessica Wolodkowicz	Project Coordinator	\$45.00	<input type="checkbox"/>

In order to change the billing contact click on "Reassign" then search for the new billing company.

When this is done any invoices that have already been raised will be reallocated to the new contact.