

# Project Database Co

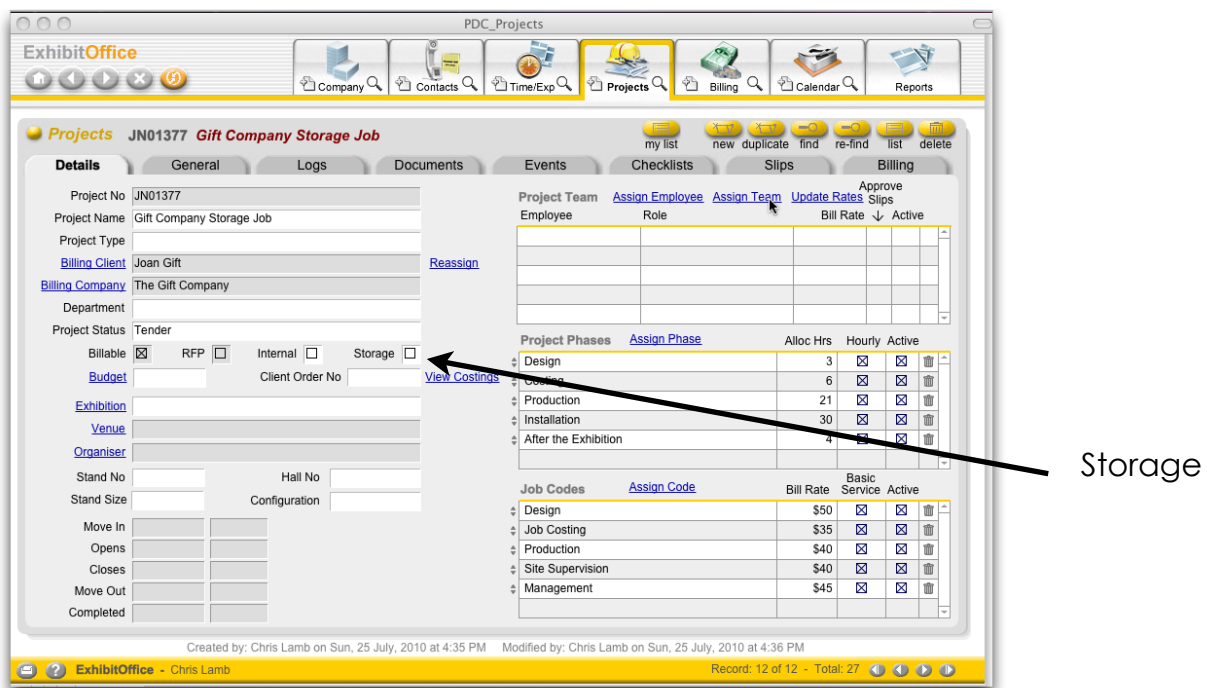
Developer of  
ExhibitOffice + ManagEvent

## Storage

If you are storing a clients properties there is functionality to track the items and charge for them within the database.

We do not recommend that you convert an existing project into a storage one as the costs of the original job will be mixed up with the storage ones.

Open a project and call it whatever is relevant to you.



The screenshot shows the ExhibitOffice software interface for a project named 'JN01377 Gift Company Storage Job'. The 'General' tab is selected, and the 'Storage' checkbox is highlighted with a black arrow. The interface includes a top navigation bar with icons for Company, Contacts, Time/Exp, Projects, Billing, Calendar, and Reports. Below the navigation bar, there are tabs for Details, General, Logs, Documents, Events, Checklists, Slips, and Billing. The 'Details' section shows project information such as Project No, Project Name, Project Type, Billing Client, Billing Company, Department, and Project Status. The 'General' section contains various checkboxes and input fields, including 'Billable', 'RFP', 'Internal', 'Storage', 'Budget', 'Client Order No', 'Exhibition', 'Venue', 'Organiser', 'Stand No', 'Stand Size', 'Hall No', 'Configuration', 'Move In', 'Opens', 'Closes', 'Move Out', and 'Completed'. The 'Project Phases' table lists Design, Design, Production, Installation, and After the Exhibition with their respective Alloc Hrs and Hourly rates. The 'Job Codes' table lists Design, Job Costing, Production, Site Supervision, and Management with their respective Bill Rates and Basic Service status. A 'Storage' label with an arrow points to the 'Storage' checkbox in the 'General' section.

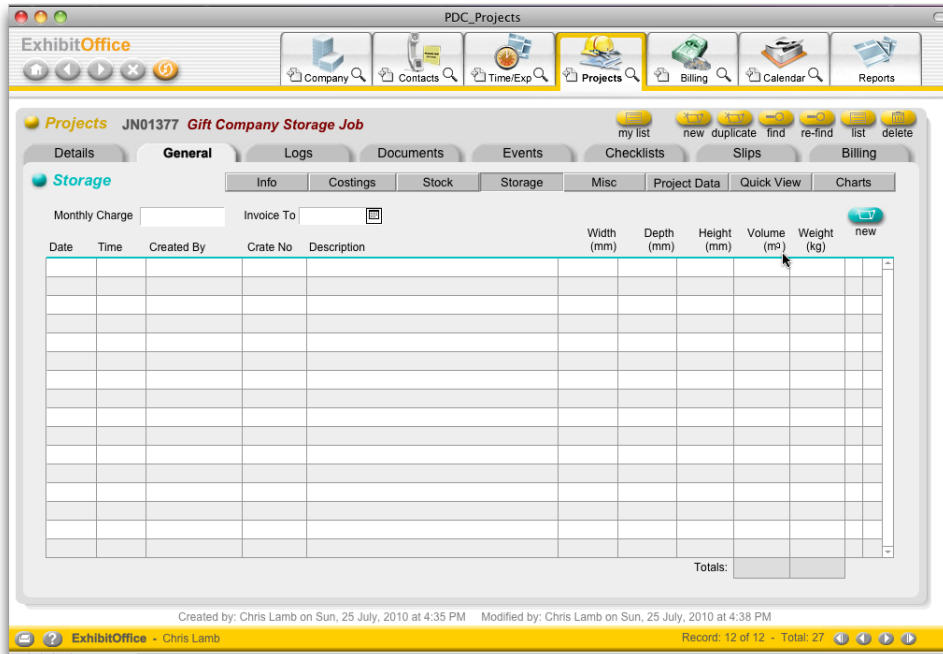
Then highlight the storage button.

Now under the General Tab the Storage Button will be highlighted, click on it and you will be taken to this screen where you can enter the relevant items into the list using the "New" button.

Apart from classifying the job as a Storage one this project is just like any other.

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The crate sizes will enable you to charge on a cubic meterage basis if applicable