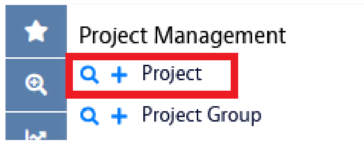
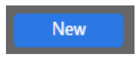
Create a Project

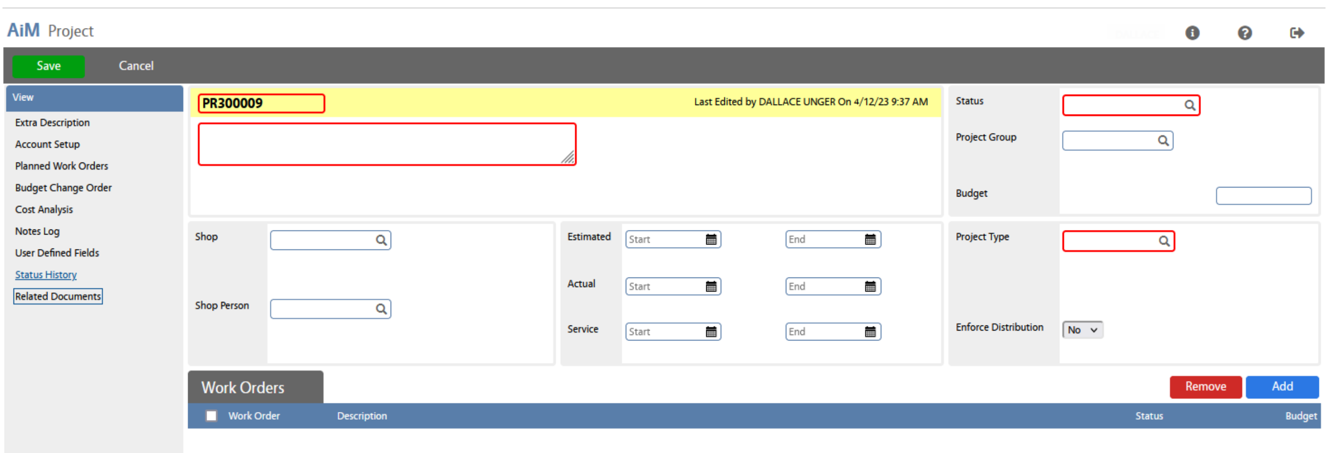
A Project is used to collect multiple Work Orders that are related and allow users to see the Cost Analysis roll up for all the associated Work Orders. Expenses cannot be directly charged to a Project.

1. From the menu, under **Project Management**, select **Project**



2. Click the Project hyperlink and then click: 

    a. Alternatively, you can click to go right to the Project entry screen.



3. Add the following required fields:
    a. **Description**
    b. **Project Type** – The Project Type default a Status
    c. **Status**
    d. **Project ID** – This will default, but can be changed
4. The other field can be used as needed.
5. You can then add one (or more) Work Orders. (See **PR Add Work Order to Project**.)
6. Click: