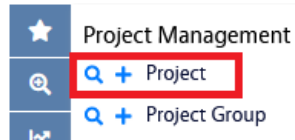



Create a Project

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.

The screenshot shows the 'AiM Project' entry form. At the top left, there are 'Save' and 'Cancel' buttons. The main form area is divided into several sections:

- Project ID:** PR300009 (highlighted with a red box)
- Status:** (empty field with a search icon, highlighted with a red box)
- Project Group:** (empty field with a search icon)
- Budget:** (empty field)
- Project Type:** (empty field with a search icon, highlighted with a red box)
- Enforce Distribution:** No (dropdown menu)
- Shop:** (empty field with a search icon)
- Shop Person:** (empty field with a search icon)
- Estimated:** Start and End date pickers
- Actual:** Start and End date pickers
- Service:** Start and End date pickers
- Work Orders:** A table with columns for Work Order, Description, Status, and Budget. There are 'Remove' and 'Add' buttons at the bottom right of this section.

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: 