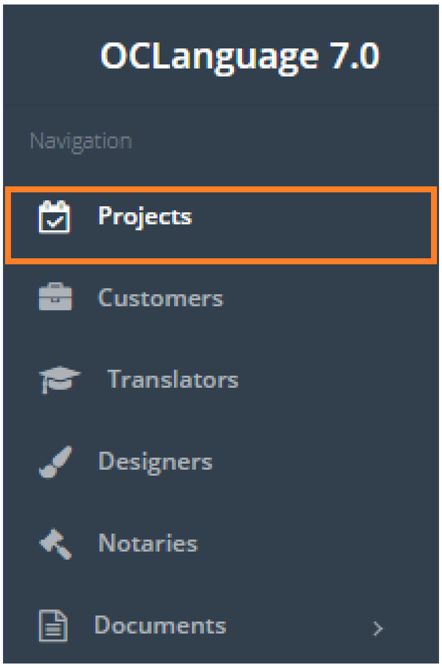
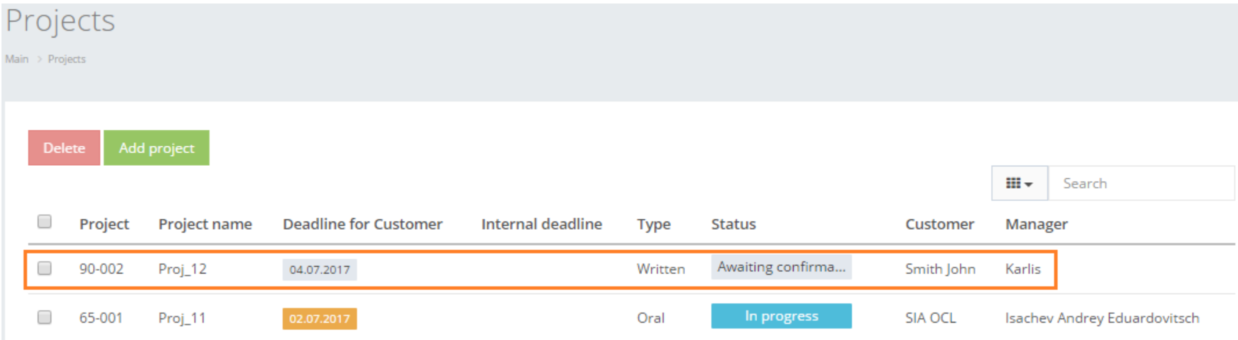
7.2. Management of existing project

To open the project data click “Projects” in the main menu.

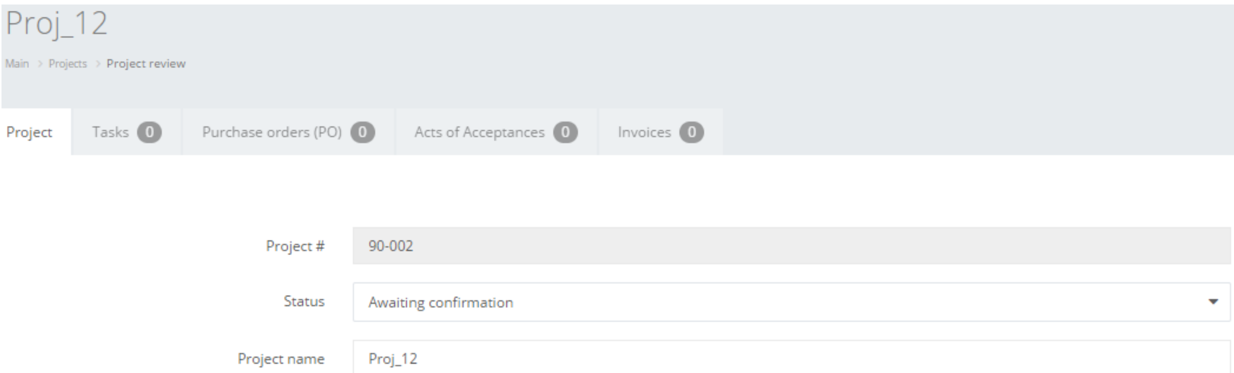


To study scrutinized description of project table browse for user manual “7.18. Project table”.

To open a management window of particular project, click the particular record.



General project management window supplies the user with options of adding new tasks for translation, issuing invoices, acts, POs and appendices.



To see how to issue the Act of Acceptance document for Customers, browse documentation “7.9. How to issue Act of acceptance document”.

To see how to issue an Appendix to Agreement, browse user manual “7.6. How to issue appendix to agreement”. This document is generated automatically and is supposed to be used for documenting the legal terms of project.

To see how to issue a PO (Purchase order) document, browse user manual “7.14. How to issue PO document for vendor”. PO document stands for purchase of services order from vendor.

To see how to issue an invoice to the Customer, browse user manual “7.7. How to issue invoice for project”.

To see how to issue an agreement of cooperation between the Translation agency and the Customer, browse user manual “5.4. Agreements with Customers”.