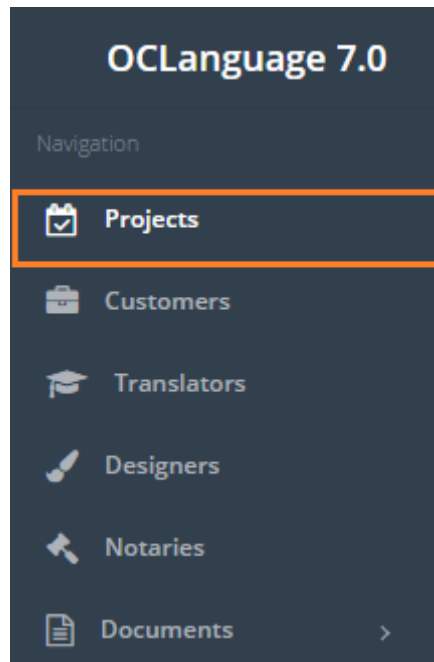


7.2. Management of existing project

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.

The screenshot shows the 'Projects' management window. At the top, there are 'Delete' and 'Add project' buttons. Below that is a search bar. The main part of the window is a table with the following columns: Project, Project name, Deadline for Customer, Internal deadline, Type, Status, Customer, and Manager. The table contains two records. The first record, '90-002 Proj_12', is highlighted with an orange border. The second record is '65-001 Proj_11'.

Project	Project name	Deadline for Customer	Internal deadline	Type	Status	Customer	Manager
90-002	Proj_12	04.07.2017		Written	Awaiting confirma...	Smith John	Karlis
65-001	Proj_11	02.07.2017		Oral	In progress	SIA OCL	Isachev Andrey Eduardovitsch

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

The screenshot shows the 'Proj_12' management window. At the top, there is a breadcrumb trail: 'Main > Projects > Project review'. Below that is a navigation bar with 'Project' and 'Tasks 0', 'Purchase orders (PO) 0', 'Acts of Acceptances 0', and 'Invoices 0'. The main part of the window is a form with the following fields: 'Project #' (90-002), 'Status' (Awaiting confirmation), and 'Project name' (Proj_12).

Project # 90-002

Status Awaiting confirmation

Project name Proj_12

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”.