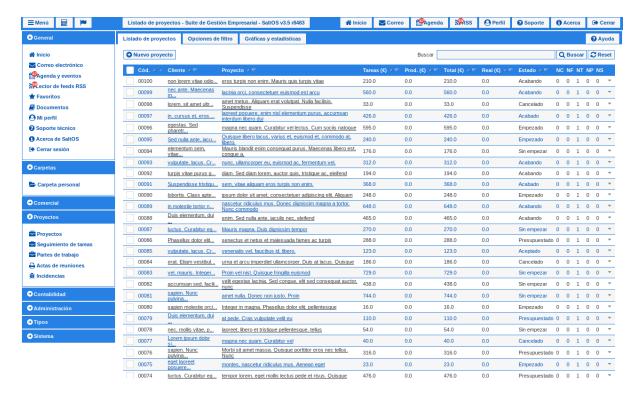# Projects

This application allows you to keep track of every project undertaken in the company.

List of Projects

In the list of projects you will find the most important columns of each record:

- **Ref.:** Numeric code that identifies the project.

- **Customer:** For customer has been the project.

- **project:** Name that has been given to the project.

- **Tasks (€) (*):** Amount of total planned tasks in the project.

- **Prod (€) (*).:** Total amount of all products included in the project.

- **Total (€) (*):** Total project.

- **Real (€) (*):** Actual total amount of the project.

- **State:** Current status of the project (No start, budgeted, accepted, started, canceled, stopped, finishing, finishing).

- **NT:** Number of planned tasks in the project.

- **NP:** Number of products included in the project.

- **NP:** Number of traces associated with the project.

- **NC:** Number of comments entered on this project.

- **NF:** Number of files linked to this project.

(*) At the end of listing the sum of these columns is included, note that the result only includes the visible columns per page.

Remember: The events can be arranged by dragging them to the user folder you want.

Listing Options

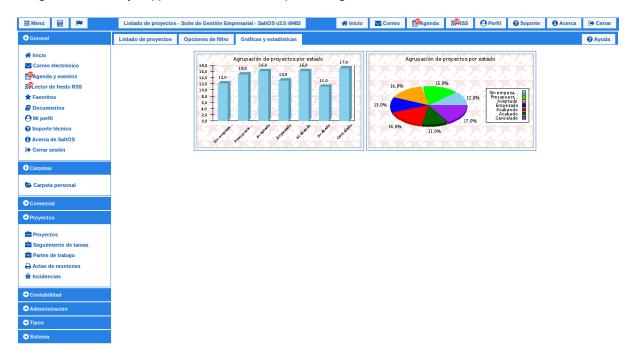On each record. You can perform a series of actions that are represented by the following icons:

- 🔍 ✏ 🗑 Check / Edit / Delete Record.
- ⧉ With this action you can create a new project by copying the data from this.
- 📄 Download PDF with log data. (más info sobre PDF)
- 🖥 Show data through-PDF Viewer.

Filter Options

For more information about the filter options listed in the **ayuda general**.

Graphs and statistics

In this tab you can view statistics on how many projects have in each state can detect peaks and downs slaughter before they happen so we can take steps to mitigate these critical times.
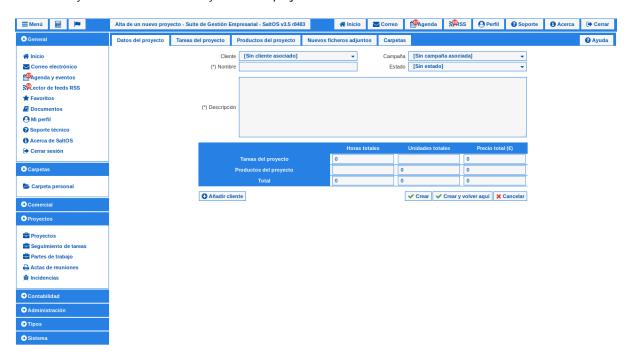
Projects form

This is the application of project, it may add, modify and view all project data classified in different tabs: main data, project objectives, project tasks, project outputs, file attachments, data on the registry modifications and assignments to folders.

Project data tab

In this tab you can view and modify the main project data. Here we relate all information fields.

- **Customer:** To link the project with a client.

- **Campaign:** To link if the project has been. Order thanks to a particular marketing campaign.

- **Name (*):** Name you want to give the project.

- **Date:** Date of completion of the project.

- **State (*):** State in which the project (No start, budgeted, accepted, started, canceled, stopped, finishing, finishing) is.

- **Description:** Overview of the project.

- **Summary table:** In this table you can find the total hours of work, product units, and the total amount of the project.

(*) **Required when creating or modifying a project fields.**
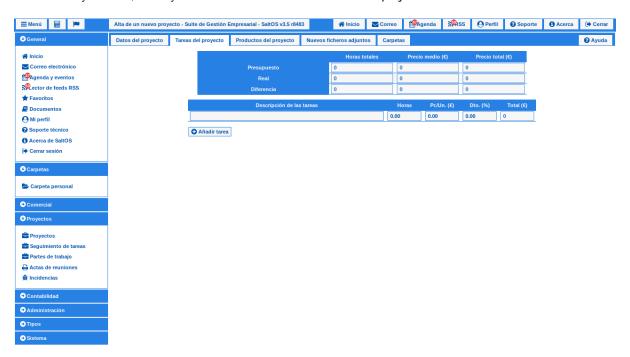
Furthermore, in the first tab has a **action buttons.**

- ⊕ **Add Followup:** Will take the form of new track so you can fill in relevant information and relate directly with this project.

- ⊕ **Add record:** Will take the form of new record so you can fill in relevant information and relate

directly to the customer.

- ⊕ **Add contact:** We take the new contact form so you can fill in relevant information and relate directly to the customer.

- ⊕ **Add event:** Will take the form of new events so you can fill in relevant information and relate directly to the customer.

- ⊕ **Check in:** We take the new contact form so you can fill in relevant information and relate directly to the customer.

Tasks tab

This tab may include, modify or delete all the tasks linked to this project.

- **Summary Table:** In this table you can see different information about the tasks in the project: **total hours, average price, total amount of hours.**

- **Task list:** This list may include, modify or delete as many tasks as may be necessary, including the fields are: **job description, hours required, unit price, discount, the total task.**
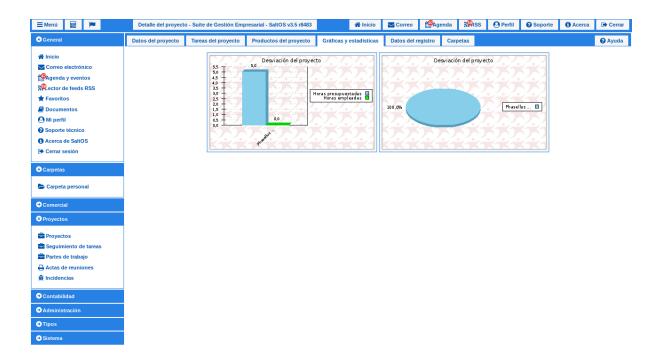
Tab Products

This tab may include, modify or remove all products linked to this project.

- **Summary Table:** In this table you can see different information on the products included in the project: **total units, total product.**

- **Product list:** This list may include, modify or delete as many products as needed, including the fields are: **product description, units, unit price, discount, all goods.**

Graphs and statistics tab

In this tab you can see the deviations of the project with budget both in quantity and percentage.

New Files Tab

For more information about the filter options listed in the **ayuda general**.

Registry Data Tab

For more information about the filter options listed in the **ayuda general**.

Tab Folders

For more information on Folder Options **ayuda general**.