Project Transactions

Overview

Project module is used to maintain project related funding data and its maintenance.

Following activities are possible in the Project Model:

- 1. Project Proposals
- 2. Grants Allocation

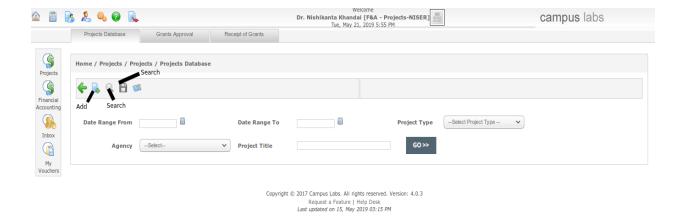
Standard Steps:

User can follow standard steps to create/ search/ edit or delete any data in the model (E.g. Creation of Projects in Project database).

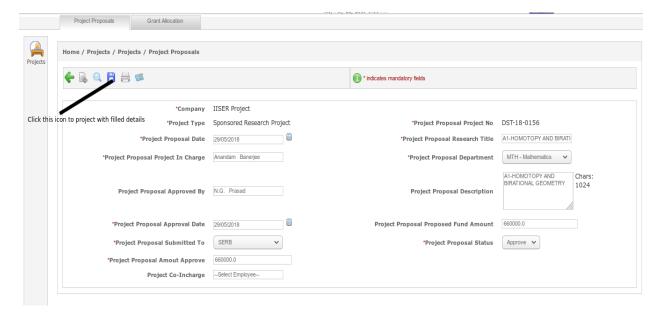
Steps for Creation:

User can follow these steps to create new data (For e.g. Project creation):

- 1. Login at Campuslabs ERP with your credentials.
- 2. Select "Projects" role (In case if you are holding multiple roles in ERP).
- 3. Click on "Projects" from left menu pane.
- 4. Select "Projects" option.
- 5. Click on "Projects Proposals" from top menu pane, following screen will be opened.



6. Click on "Add" icon, form for new Project creation will be opened.



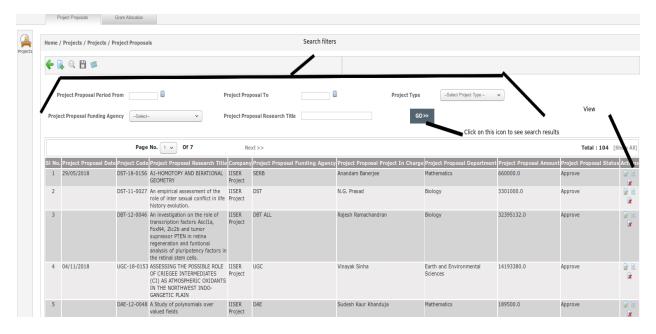
- 7. Enter values related to Project like company name, project type, date of project proposal, project title, principal investigator etc.
- 8. Click on "Save" icon.

This will create new record in the ERP.

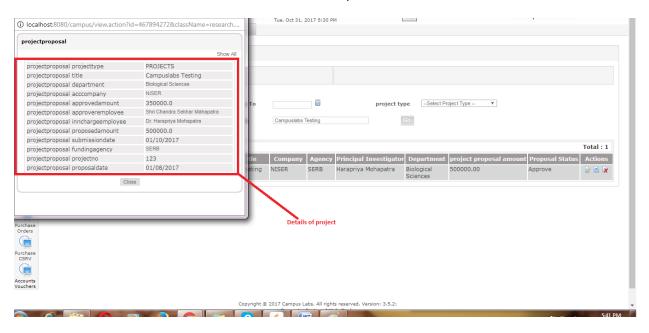
Steps for Searching:

User can follow these steps to Search existing data (For e.g. Search for Projects):

- 1. Click on "Project Proposals" tab from top menu pane.
- 2. Enter/Select the value for Search filters.
- 3. Click on "Go" button to see the search results.



4. Click on "View" button to view the details of respective record.

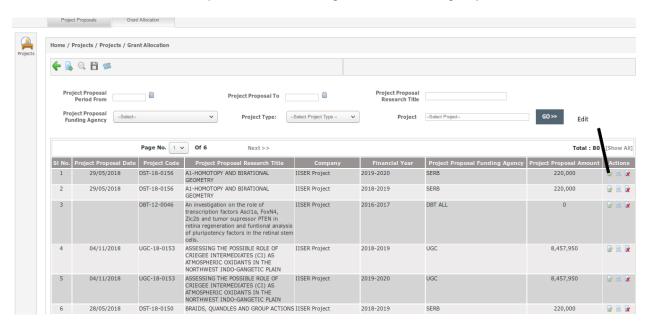


These are the standard steps for searching data.

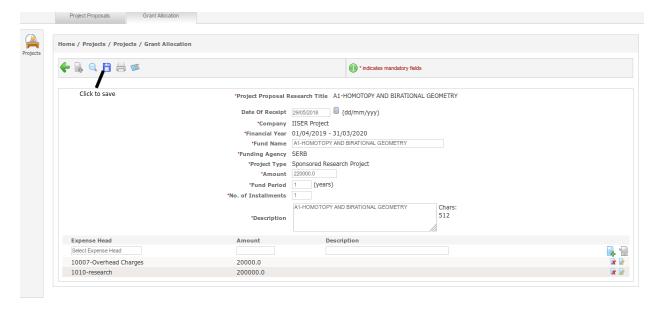
Steps for Editing:

User can follow these steps to Edit existing data (For e.g. Edit grant approval record):

- 1. Click on "Grants Allocation" from top menu pane.
- 2. Search the record which you want to edit using standard searching steps.



3. Click on "Edit" icon associated with the record, form with existing details will be opened.



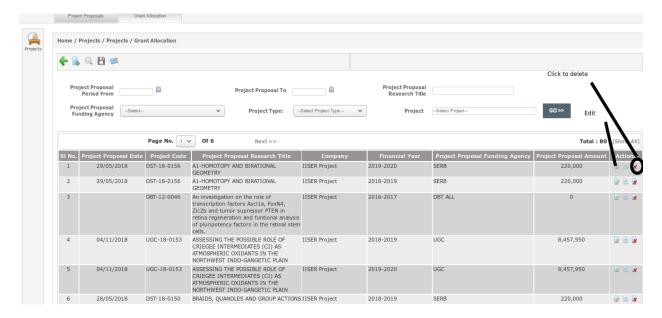
- 4. Change/edit the values as per requirements.
- 5. Click on "Save" icon.

Changes to the respective record will be saved.

Steps for Deletion:

User can follow these steps to Delete existing data (For e.g. Deletion of Grant Approval record):

- 1. Click on "Grant Allocation" from top menu pane.
- 2. Search the record which you want to delete using standard search steps.

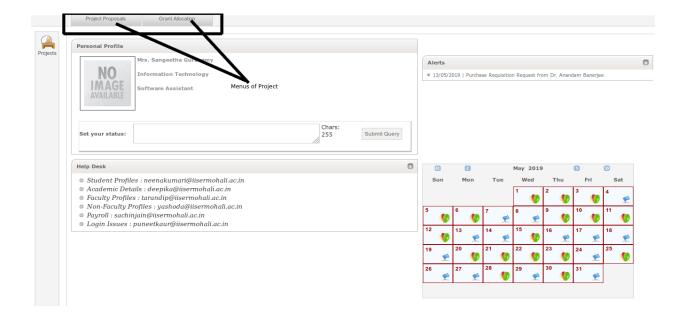


3. Click on "Delete" icon associated to the record.

The related record will be deleted.

Working with Projects Menus:

Project menus are shown in following figure:



Project Proposals

In an organization people works on different projects. Project database functionality is used to maintain the details of projects in the ERP.

User can create, search, edit and delete Project records using standard steps.

Grants Allocation

Grant allocation is to maintain the details like requested fund, approved fund details, the fund will be for how much period, where the researchers can spend it etc. details are maintained under this tab.

User can create, search, edit and delete Grants records using standard steps.