**Using the Project System for Support Team Tasks**

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| **Accessing Project System & Creating New Support Task** | | | |
| 1. Login to the AS400 2. Go to the *command line* and type **Call IQ** 3. From *IQ Support Main Menu* select **2** for **Project Inquiry** 4. To create new project (task), from *Project* *Search* screen press **F1** for **New Selection** |  | | |
| **Creating NEW Support Task** | | | |
| 1. To automatically generate code, press **F12** for **Allocate Project Code** 2. Enter the following values:   - ***Client* = QUANTRAX** (unless specific for client)  - *Bill Hrs*: **amount of hours** ***estimated*** to complete the project  - *Project Summary:* **Name the project/task**  - *Responsible Party*: **Support**  - *Worker:* Enter your **AS400 User ID** (Dawnab, Patl)  - *Billable*: **leave blank**   **IMPORTANT**: **the default is Y for billable,**  ensure you have correct info in this field or client maybe billed, **STATUS NOTES GO TO CLIENTS**  -*Status:* Press **F6** for list (To **Delete** change STATUS=CANCL)   1. Press **F12** to **Update** 2. Press **F7** to **Exit** | | |  |
| **Searching for Task and Update / COMPLETE** | | | |
| 1. Go *Project Search* screen, to search for:   -**Support tasks** enter *Responsible Party* = **Support**  -**Individual tasks** enter *Worker* = **AS400 User ID** NOTE: Press **F8** (Minimize/Maximize) to see *Project Summary*   1. Change *STATUS* as needed (press **F6** for options) 2. Enter *Project Notes* 3. Enter *Status Notes* (IMPORTANT GOES TO CLIENT) **NOTE**: Press **F9** for Notes History 4. Enter ***actual hours worked*** in *PrelimAnalysis/Analysis/Programs/Testing* 5. When task is complete :  *End Status* = **P** (always use this - as per Nelson) and Completed =**Y** | |  | |