**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**
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| **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**
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| **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**
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