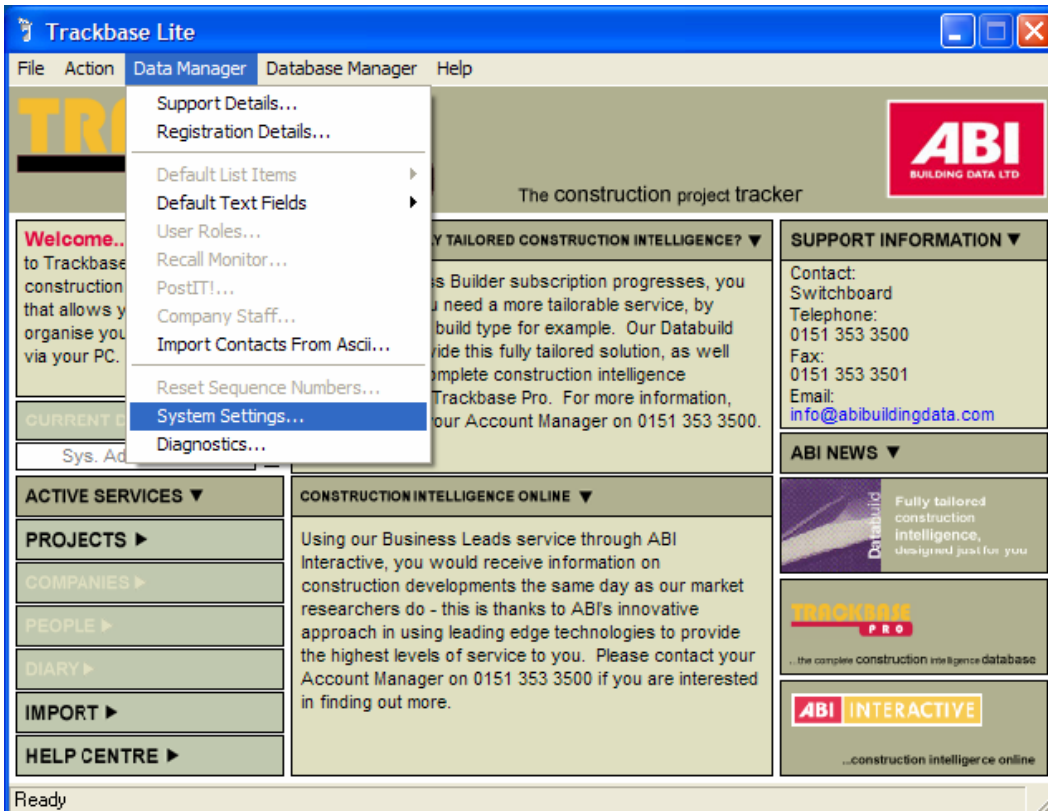


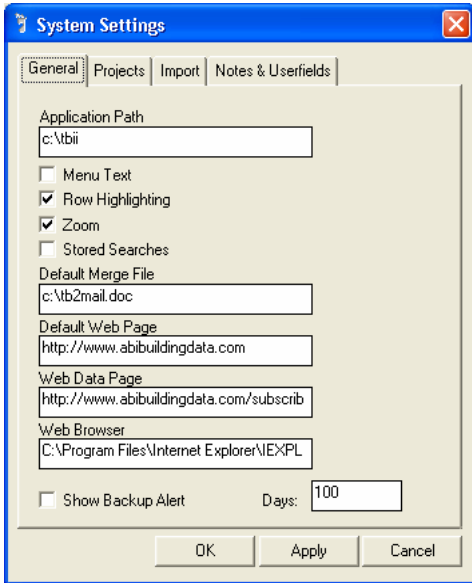
Associated Projects

'Associated Projects' is a Trackbase Lite feature that allows you to view all projects associated with a company from the Project screen. For example you could see a Housing Project and wish to see what other projects the developer is working on.

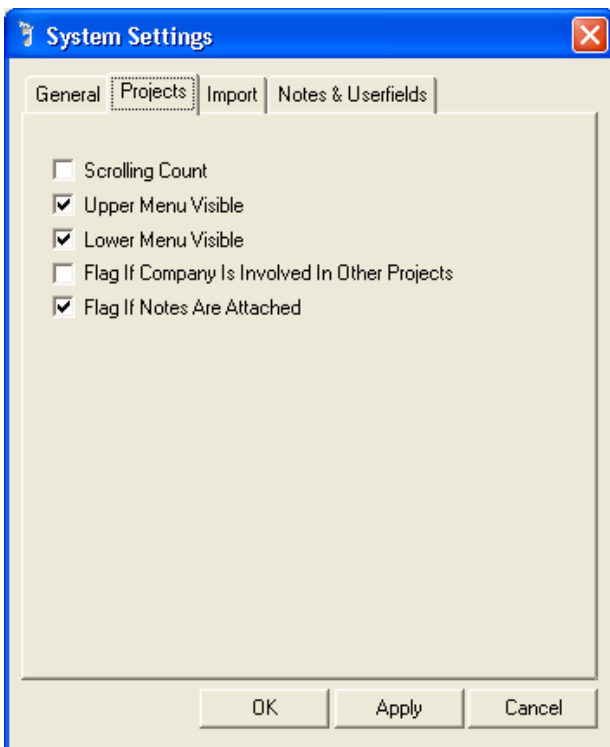
To view Associated Projects, you will need to make a change to your system settings. To do this, open Trackbase Lite and go to 'Data Manager', then 'System Settings'.



This will open the 'System Settings' window as shown below:

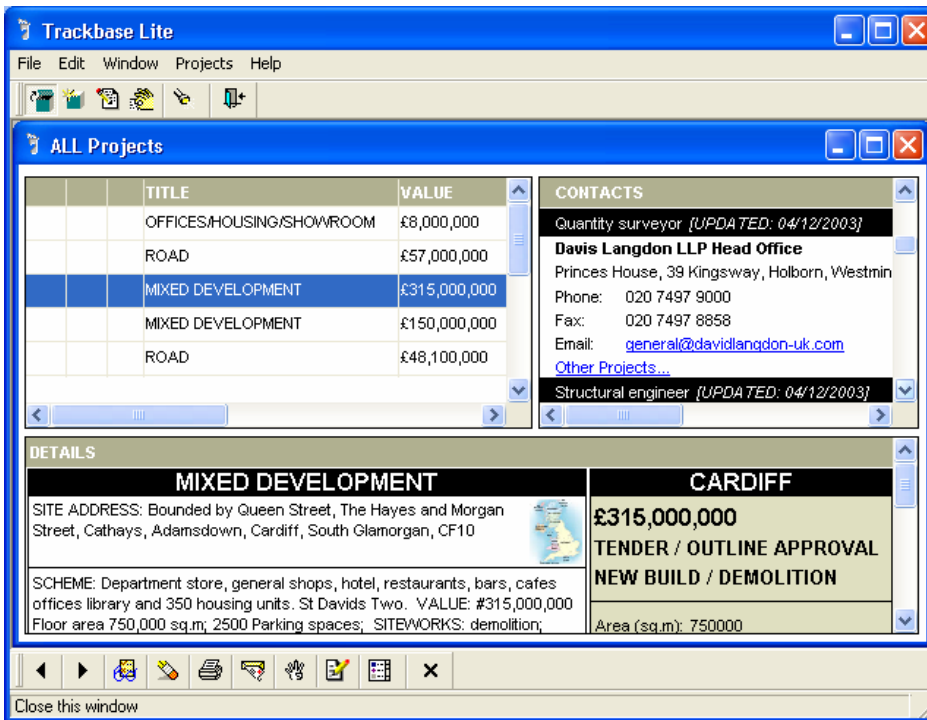


Click on the 'Projects' tab at the top of the system settings window. Under the Projects tab there is a check box next to the option 'Flag If Company Is Involved in Other Projects', tick this box to be able to view 'Associated Projects'.

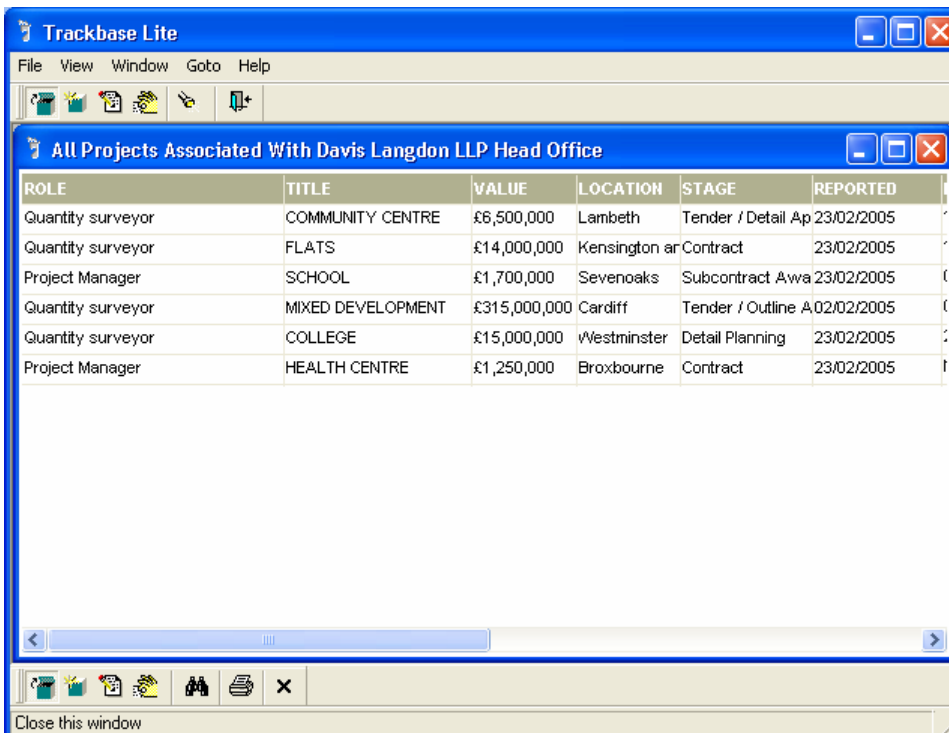


Then click on the 'Apply' button, then the 'OK' button.

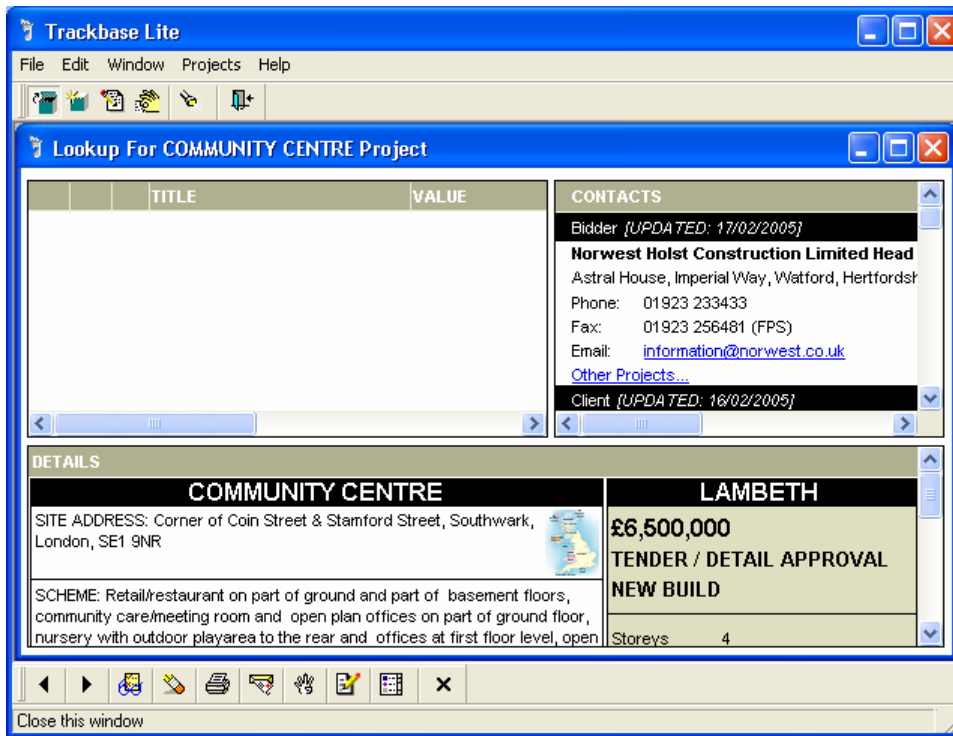
Now you can enter the Project screen and view your projects. Double-click on a project title to view the details and contacts for the project. If the contact is involved in other projects you will see 'Other Projects...' in blue text under the contacts name. This is shown below:




Click on 'Other Projects...' to be taken to another screen where all the other projects are listed. To view any of these projects from the list in more detail, double-click on the project title.



In the example above, I will double-click on the 'Community Centre' project. This will take me to the screen shown below where I can see all the information on this project:



To return to the list, click on the exit button  on the bottom toolbar.