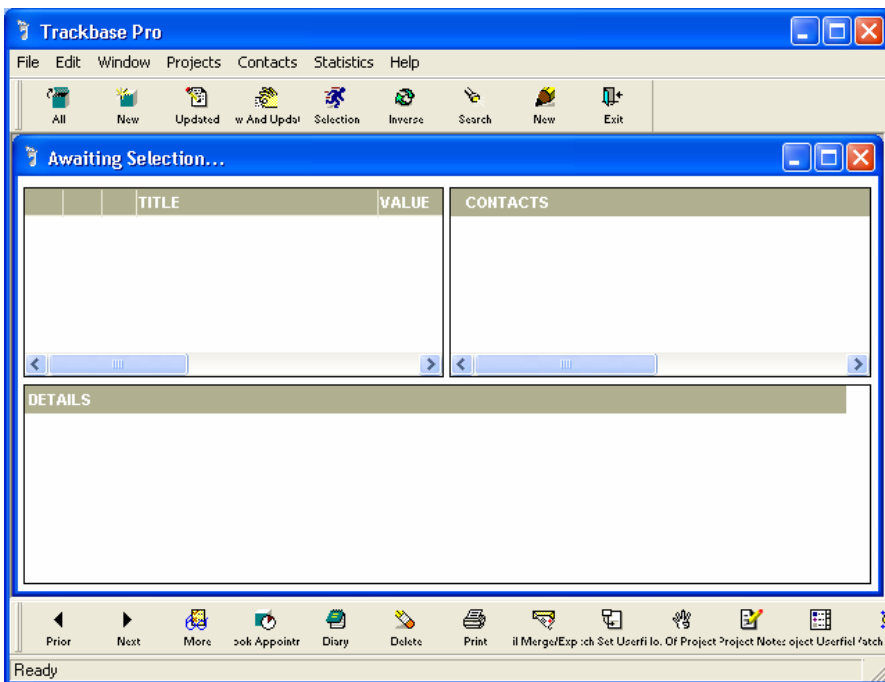
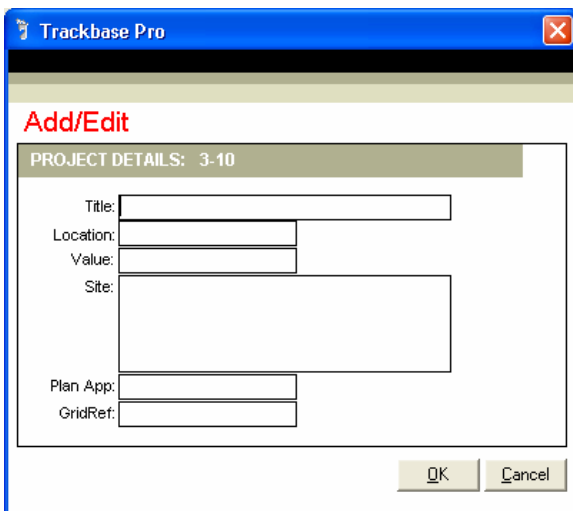


Adding a Project

To add a project in Trackbase Pro, open the Project screen.



Click on the pencil icon.  The Add/Edit window opens.



Enter the details of your project into the appropriate boxes. For the Location box, use the drop down box to select the project location. You do not need to type pound signs or commas into the Value box as Trackbase Pro will insert these for you.

Trackbase Pro

Add/Edit

PROJECT DETAILS: 3-10

Title: **CHICKEN FARM**

Location: Barrow-in-Furness

Value: £200,000

Site: The Hatchery,
Swallow Road,
Barrow-In Furness
BR65 7RD

Plan App: J/23423

GridRef: 234124

OK Cancel

Once you have entered all the details you have regarding the project, click on the 'OK' button to continue. The main project window will open showing the information you have entered and will allow you to enter more details. Double click the details area at the bottom of the screen to add more information.

Please note: Remember to enter a postcode against the project. If you do not, the project will not show up on selections or in searches.

Trackbase Pro

File Edit Window Projects Contacts Statistics Help

All New Updated w And Updat Selection Inverse Search New Exit

Awaiting Selection...

TITLE	VALUE	CONTACTS
NEW PROJECT		

DETAILS

CHICKEN FARM

SITE ADDRESS: The Hatchery,, Swallow Road,, Barrow-In Furness, BR65 7RD

Double-click HERE to edit description...

BARROW-IN-FURNESS

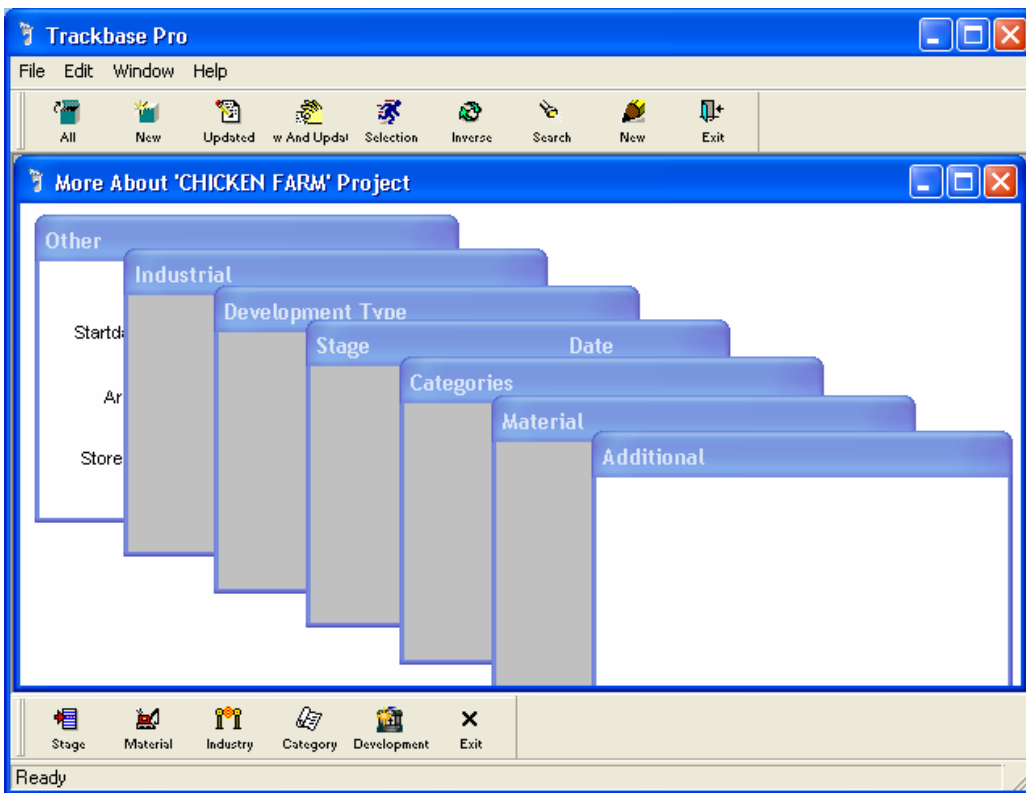
£200,000


Plan App: J/23423

Prior Next More Book Appointr Discry Delete Print il Merge/Exp:ich Set Userfi lo. Of Project Project Notes: oject Userfiel 'atch

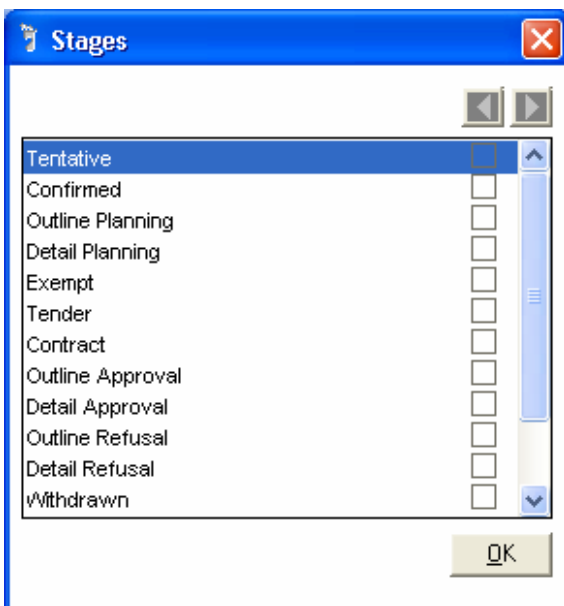
Enter a new record


You will see the window shown below, where you can use the bottom toolbar to add information to the cascading windows.



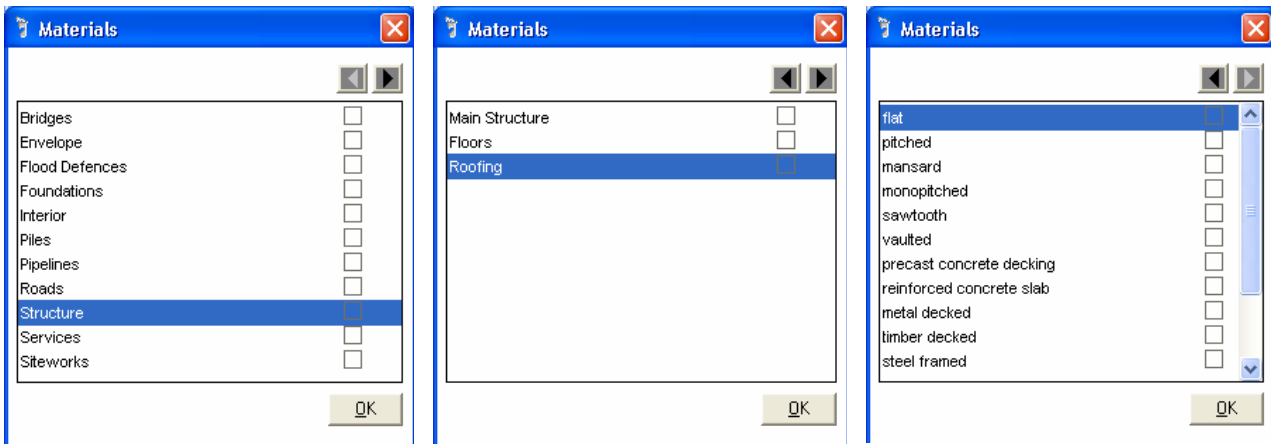
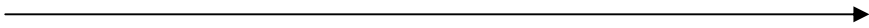
To add the Stage of the Project, click the Stage icon . This will open the window below, where you can select the project stage by clicking on the box to the right of the stage your project is currently at.


Click 'OK' to continue.




To add Materials, click the icon .

You will notice that when you highlight some items in the list, for example 'Structure' as shown below, the right hand arrow at the top-left of the window becomes bold. This means that you can add further information. Click on the black arrow to 'drill down' to more detailed information.



To add the 'Industry', use this icon .

To add 'Categories', use icon .

To add the 'Development Type', use icon .

To add information about the Area, Storeys and Start/End dates of the project, click on the cascading window labelled 'Other' and enter the details into the appropriate boxes.

Other

Startdate Close

Area Units

Storeys

Once you have added all your project details, click on the exit button at the bottom of the screen. You will be returned to the main project screen where you will see all the project details you have entered.

