

Updating the Project for Service Tasks on a Service Request

1. Open the Service Request from the Service Request List page by clicking on the Service Request ID.
2. Select the Services Performed Detail tab.
3. Change the Account (Project) as follows:
 - a. Select the checkbox next to the Service Tasks in Ready for Invoice status
 - b. Click the Change Account button.
 - c. Click the radio button next to the new Project
 - d. Select the Change Account button on the look up.

4. The Service Request maintenance page will refresh with the new Project for the Service Tasks. You'll notice that the Project for the request will remain the same, but the Project for those tasks will be updated. Click Save at the top of the page.

Note: Changing the Project in the main information section of the Service Request will not change the Project for the Service Tasks already on the Request, only the Project for new Service Tasks added to the Service Request.