

## Edit a Project

Project details can be edited or updated from the **Project Details** page.

1. Open the desired project.
2. Make edits to the project on the **Details** panel.

The **Details** panel contains the following fields:

- Name:** Natural Gas Projects Category
- Description:** Natural Gas Projects
- Status:** Not Applicable (dropdown)
- Fiscal Year:** (empty field)
- Allotted Budget:** \$6,750,000.00
- Start Date:** Jan 01, 2014, 4:49 AM
- Finish Date:** Jan 21, 2021, 4:49 AM
- Approved By:** (empty dropdown)
- Assigned To:** (ng) Price, Lily (dropdown)
- Last Modified:** Mar 05, 2021
- Category:** (empty dropdown)
- Default Equipment Category:** (empty dropdown)
- Parent Project:** Fat, Oil, & Grease Compliance (FOG) (dropdown)

Buttons: **View Audit Log**

Cases, inspections, service requests, and work orders can be linked or the link can be removed from a project in Respond.

3. On the **Work Activities** panel, select the work activity from the **Activity Type** drop-down list and click **Open**. The work activity opens in Respond.

The **Work Activities** panel shows the following table:

Work Order Id	Description	Cost	Stage	Expense
<input type="checkbox"/> 100050	Curb and Gutter	\$818.08	ACTUAL	MAINT
<input checked="" type="checkbox"/> 133238	Remove Graffiti	\$0.00	ACTUAL	MAINT
<input type="checkbox"/> 133534	Remove Graffiti	\$266.25	ACTUAL	MAINT

Buttons: **Open** (highlighted with a red box), **Grid**, **Share**

4. Contracts associated to the project can be viewed on the **Related Contracts** panel.

The link can be added or removed on the **Contract Details** page of the contract.

The **Related Contracts** panel shows the following table:

Contract ID	Contract Number
<input type="checkbox"/> 8	CMOM2019-002 CMOM Compliance - Volumetric

Buttons: **Search**, **Grid**, **Share**

5. On the **Assets Details** panel, assets associated to the project can be added or removed.

The **Assets Details** panel shows the following table:

Uid	OBJECTID	Asset Identifier	Display Name
<input type="checkbox"/> wSV03156	1175	wSV03156	Gate #wSV03156

Buttons: **View All**, **Asset Type** (Water System Valve (1)), **Search**, **Grid**, **Share**

6. Click **Save** in the upper-right corner.