WEB-New Sub-Project Request
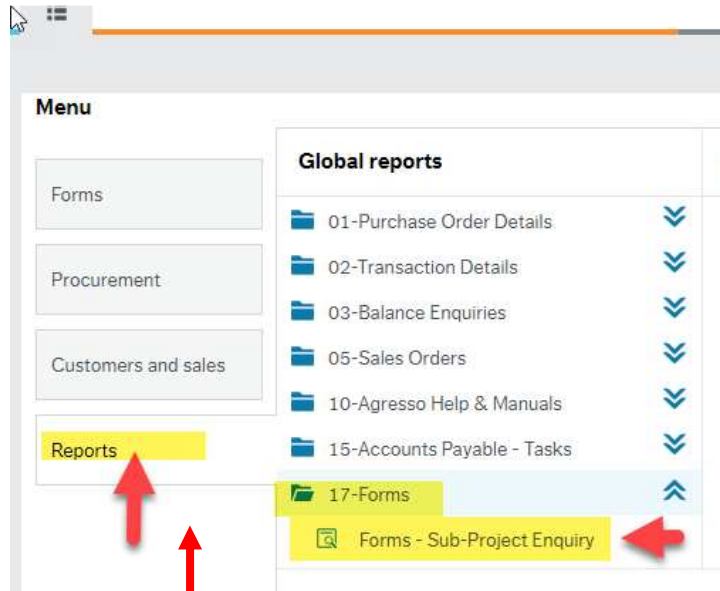
In Agresso, there is a specific enquiry that allows you to check workflow and details of a New Sub-Project Request From

To open the specific Enquiry go to:

Select Reports

At the top of the menu screen click on:
Select Reports

📁 17- Forms

🔍 Forms -Sub-Project Enquiry

1. The following Screen will appear:

To search for information please enter the required details into above fields:

Then click **Search** to view the results

The results will then appear or depending on the search criteria
N.B If no results will be shown please check the search criteria entered

2. The enquiry will automatically run. A list of results should appear:

Results

| Search | Detail level | All levels | Copy to clipboard |

#	Form Id	Requested Date	Requested By Name	Sub Project Type	Workflow Stage	Workflow Status	Task Owner	Main Project	Project Created	Sub-Project Created	Sub-Project Name	Cost Centre	Cost Class	Tax System	Approver Name	Approver Id	Budget Holder Name	Budget Holder Id
1	SP1000080	30/09/2022 16:4...	Sunmei Younis	NEW		FINISHED			246860	246860-01	test 18	91501000	765	13	Barry Morton	303511	Barry Morton	303511
2	SP1000081	30/09/2022 16:4...	Elaine Sloan	NEW		FINISHED			246866	246866-01	test 19	90205000	540	20	Ian Brown	155239	Ian Brown	155239
3	SP1000082	30/09/2022 16:4...	Sunmei Younis	NEW		FINISHED					test 20	91220003	711	11	Ian Brown	155239	Ian Brown	155239
4	SP1000083	04/10/2022 15:0...	Ian Brown	NEW		FINISHED			246867	246867-01	120 test	30101000	120	11	Ian Brown	155239	Ian Brown	155239
5	SP1000084	07/10/2022 11:1...	Ian Brown	NEW		FINISHED			246868	246868-01	test 11	90206000	700	13	Ian Brown	155239	Ian Brown	155239
6	SP1000085	13/10/2022 19:5...	Ian Brown	NEW	MANAGEMENT ACCOUNTS...	WORKING	Craig Stewart ; Elaine Sl...				Training Exam...	90206000	700	13	Ian Brown	155239	Ian Brown	155239

Time executed 14/10/2022 18:13:00   Number of rows 6

3. These are the descriptions of the fields:

   1. Form ID – The New Sub-Project Request Form

   2. Request Date – The New Sub-Project Request Form Date

   3. Requested By Name – The person who requested the New Sub-Project Request Form

   4. Sub-Project Type
   > **NEW** – A new Sub-Project and the related Parent Project has been requested
   > **ADD** – A new Sub-Project has been requested

   5. Workflow Stage – If in workflow this will show the relevant team that has this task

   6. Workflow Status – This will show the current status o the workflow.

   7. Task Owner - If in workflow this will show the relevant team members that have this task

   8. Main Project – If the user selected ADD to create only a New Sub-Project this will show the related Parent Project

   9. Project Created – Once the workflow is Finished this will show the new Parent Project Number

   10. Sub-Project Created - Once the workflow is Finished this will show the new Sub-Project Number

   11. Cost Centre – The Cost Centre when the New Sub-Project Request Form was created.

   12. Cost Class– The Cost Class when the New Sub-Project Request Form was created.

   13. Tax System– The Tax System when the New Sub-Project Request Form was created.

   14. Approver Name and ID– The Approver Name and Staff number when the New Sub-Project Request Form was created

   15. Budget Holder Name and ID– The Approver Name and Staff number when the New Sub-Project Request Form was created.