

## 3.3 Projects

Version V5.01.01 15 November 2016

### Functionality

The **Contacts: Projects** function tells you which projects a contact (Firm or Person) is assigned to, facilitating management of your project teams where contacts have multiple projects as Clients or as Team members. The particular record below is in the Christou Architects Firm record, and we can see that the firm is listed as part of the team for the “Megatowers Training Sample” (a fake project). Entries are auto-generated and dynamically displayed.

In either case, the line item displays the project number, project name, and project address. By clicking the red arrow, we can go directly to the relevant project **Details** page.

25446 - Fantasy Projects (Firm)

Created by Charles I

Project #	Project Name	Project Address
<b>As Client</b>		
<b>As Team Member</b>		
▶ 225A	Megatowers Training Sample	100 St Kilda Rd
▶ 225A	Megatowers Training Sample	100 St Kilda Rd

### Related UserGuides

For help with:

- ❖ Displaying your key contacts on the Home page, see [UserGuide 1.2: My Contacts](#).
- ❖ Creating new contacts: See UserGuide [3.1: Contacts: Menu Bar Functions](#).
- ❖ Managing the **Contacts** database: See UseGuide [3.2: Contacts: Details](#).
- ❖ Using the Map, Notes and ToDo functions: See UserGuide [3.6: Contacts: Map, Notes & ToDo List](#).