Settings / Projects / Add Project

- **Project Number** - You will need to add a project number, this will be your project number, and this will be used to populate the centre section of all purchase orders created for this project.

- **Project Name** - When giving the project a name, try to remember that is will be how the project is identified throughout SPUD so try not to add the 'Care of' in this section.

- **Start Date** - Selecting the right start date is important as it marks the start of all costs to be calculated in the CVR.

- **Working Hours** – The hours set here are the shift hours for the project, on the time sheet this will be the automatically set hours in the base hour's column.

- **Address** - Add the address for your project, the post code you add will be used to calculate CO_2 emissions for all deliveries and staff journeys.

- **Post Code** – When you add the post code, press locate, the map will populate with a pin, this can now be moved to the exact location and you can use the "clock in radius" box to set the perimeter of the project. Employees using the APP to clock in will need to be stood inside this circle before they can clock in.

- **Client Name** - the client name when populated will display on all delivery information.

- **Project Manager** - You can select the Project Manager from your staff list, and they will receive any important notifications relevant to this project like damage charges from suppliers on plant hire items, High Priority Diary entries and training expiry notifications.

- **Quantity Surveyor** – The selected user for quantity surveyor will receive notifications related to call of orders and Delays and instructions from diary entries.

- **Order Approvers** – Here you can choose users you wish to have the ability to approve orders for that project.

- **Site Contact** - You also add a site contact and add any additional email addresses that you want to receive the important notifications.

- **Special Notes** – Any text added here will appear on all purchase orders placed for this project.