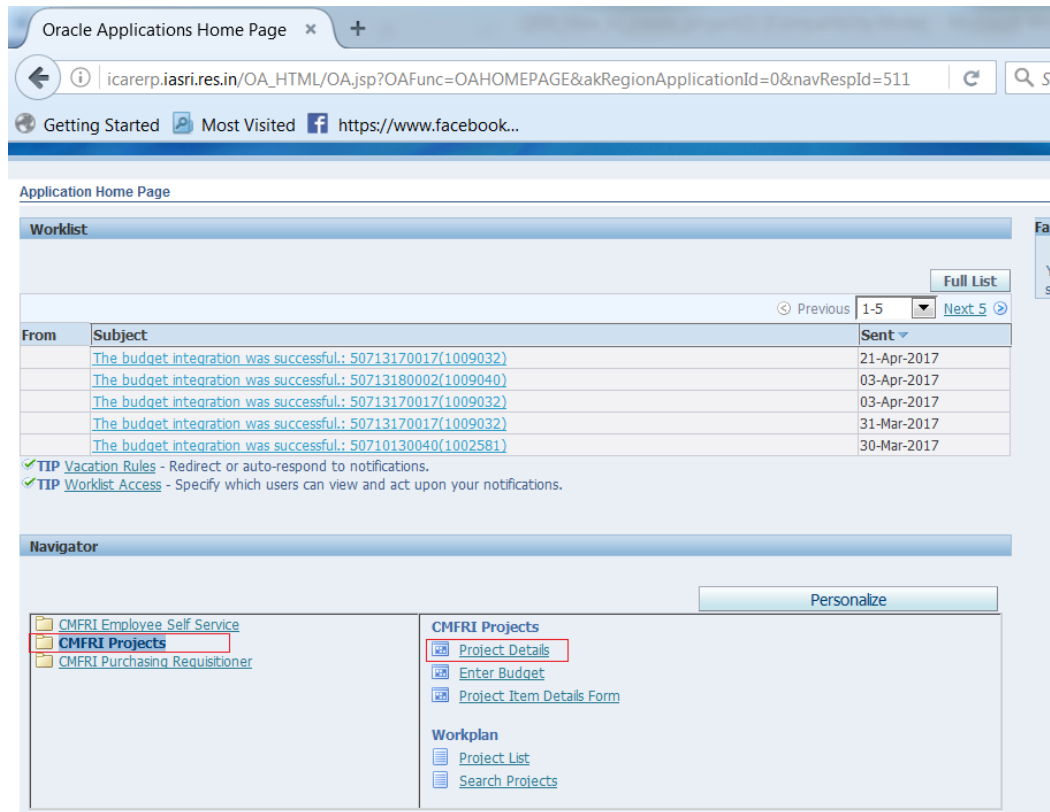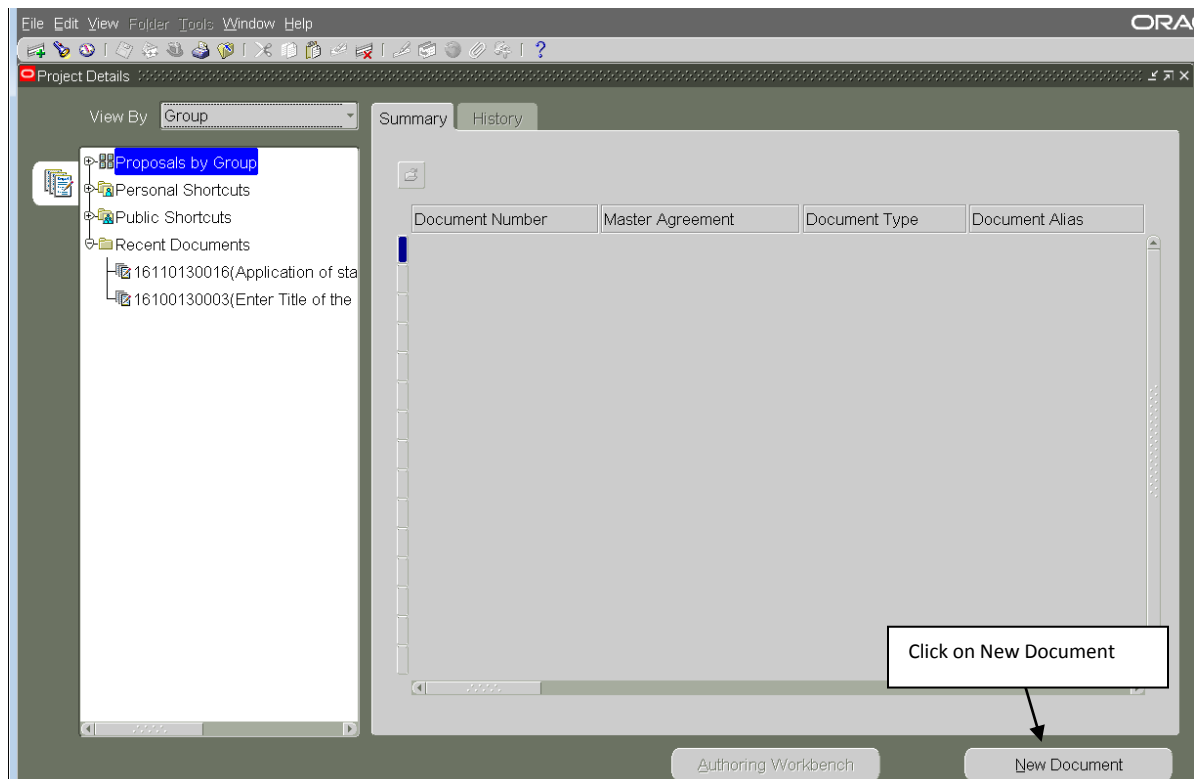# How to create project

1. Select Responsibility: CMFRI Projects from left side menu and select Project Details from right side sub menu list

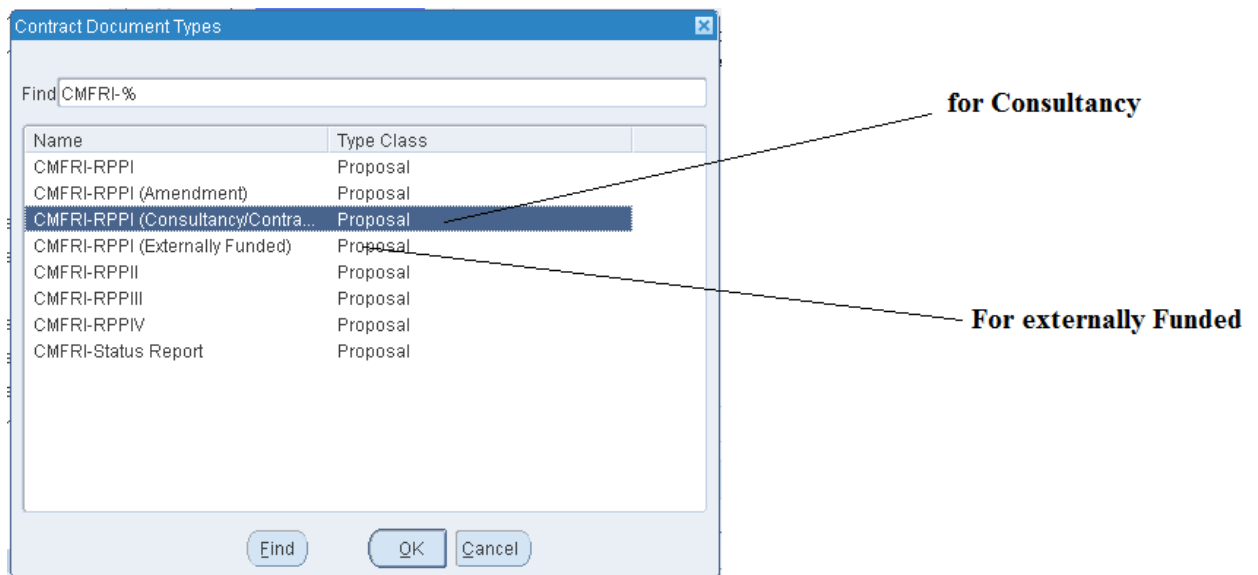2. Click on Project Details. A new window opens with all projects created so far (if any)

3. Click on New Document to create new project .
4. If it is a Consultancy or externally funded project, then select "Create RPP1 for externally funded project".
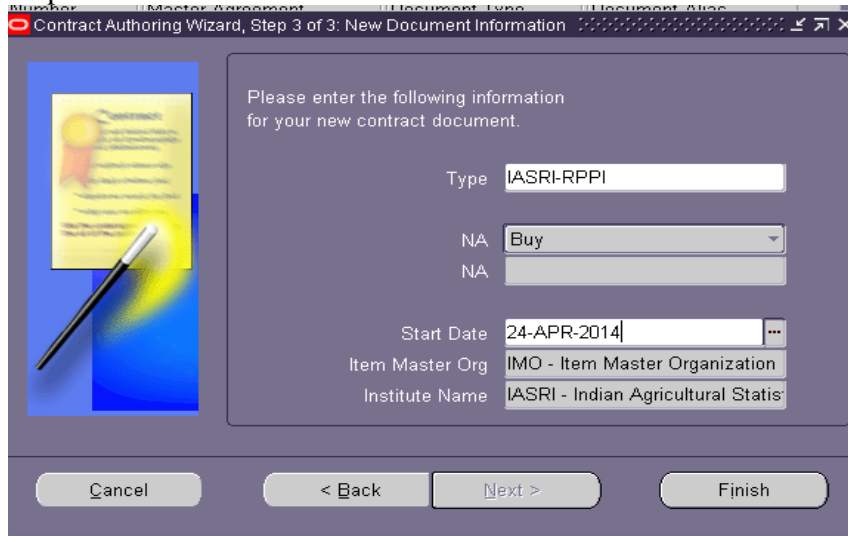
Step 1: Choose relevant option and click on Next.

Step 2: Select Document type from the list and click OK

Step 3. Enter start date then click on Finish
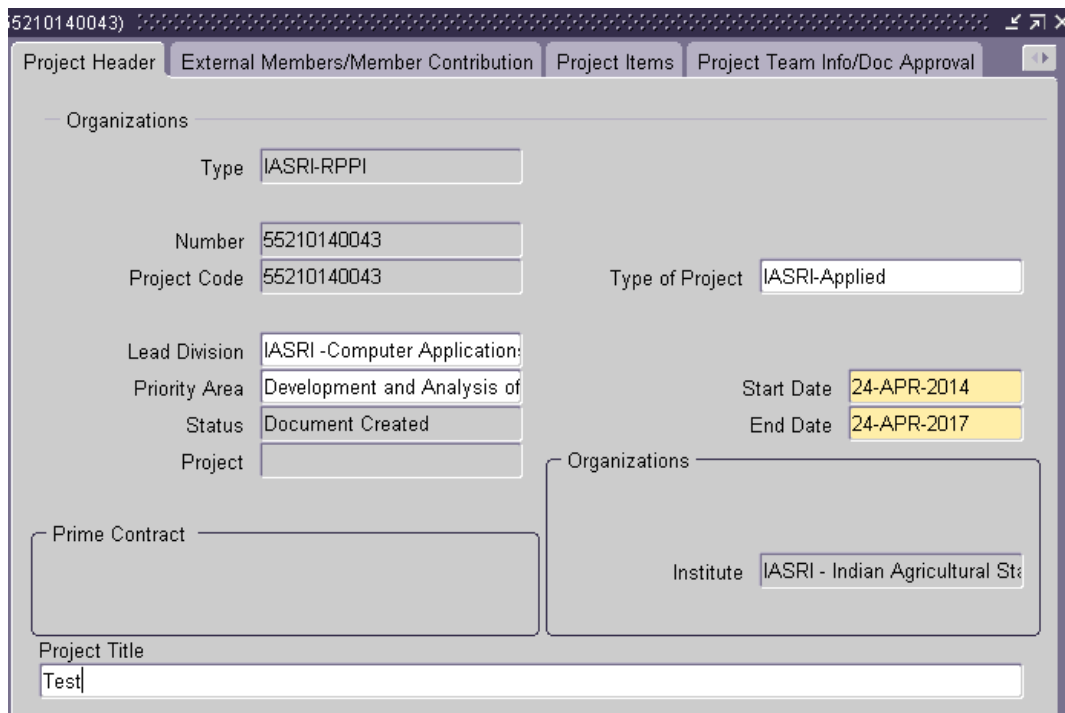
Step 4: In Project header tab enter start date and end date of project.

Step 5 : Now select Project team info TAB and enter the details

Step 6: Click on Project Items Tab and check all standard

Step 7 : Now again click on Project header tab and message will appear click "OK".
Project number will generate as indicated in below screenshot.

Step 7: Note the Project Number for future reference