SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

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Projects WorkCenter

WorkCenters provide a centralized place where you can access frequently used pages, queries, processes, and reports. Options that you see in the WorkCenter depend on your security roles. You may see more or fewer options than shown in this guide.

The following Projects WorkCenter sections are covered in this guide.

- **My Work:** View Exceptions.
- **Links:** Access Frequently Used pages.
- **Reports/Queries:** Run Reports, Processes or Queries
- **Help/QRGs:** View Quick Reference Guides (QRGs) and SWIFT Help Desk contact information

Access the Project WorkCenter

1. Navigate to the **Project WorkCenter**.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Project Costing, Projects WorkCenter, Projects WorkCenter page defaults.

2. The Projects WorkCenter displays with the General Information page open.
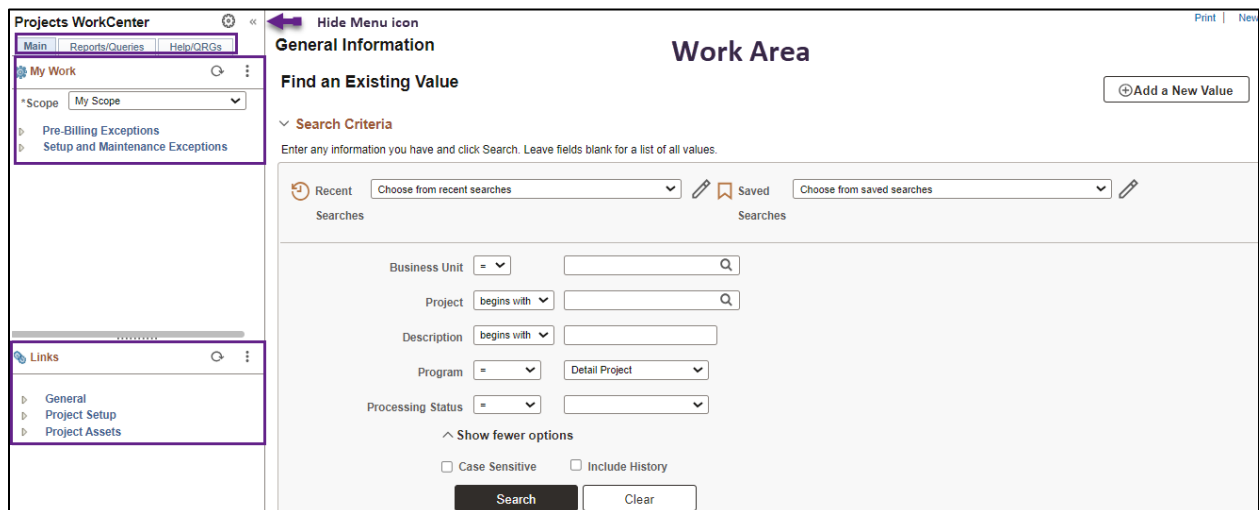
- The Work Area is on the right side of the page.

- The left menu includes the Main, Reports/Queries, and Help/QRGs tabs.
- Select the **Expand/Collapse** drop-down arrow to hide or see options in the left menu.
- Select the **Hide Menu** double-arrow in the header of the menu to hide the left menu.

My Work: View Exceptions

The My Work section on the Main tab includes exception inquiries.

- If the inquiry name is greyed out, no exceptions were found.
- When you select an inquiry, information is displayed on the General and Detail tabs.
- Select the **Show All Columns** icon to see all of the fields.
- Use the **Arrows** or **View All** link on the right side to scroll through the rows of data.
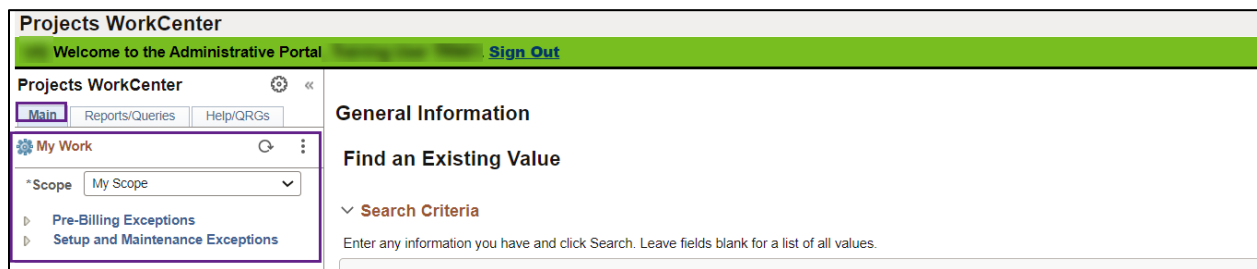
Links: Access Frequently Used Pages

The Links section includes links to frequently used pages including:
- **General folder**: My Projects page.
- **Project Setup folder**: General Information, Project Status, Budget Plan, Review Commitment Control, and Project Activities pages.
- **Project Assets folder:** Manual Capitalization Review and Express Capitalization Process.
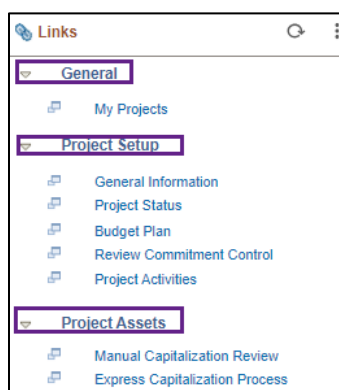

Reports/Queries: Run Reports, Processes or Queries

The Reports/Queries tab includes reports, processes, and queries for projects.

1. The **Queries** section includes links to queries related to project processing.
- When you select a query, the parameter page displays on the right where you can enter parameters and run the query.
- You can also access the Query Viewer page to run your favorite queries or search for any available query. The page is available in the Monitor folder under the Reports/Processes section.

2. The **Reports/Processes** section includes the following options:

Reports/ Processes Section	Description
Project Reports	For MNDOT (T79) use only. Run the Funds Distribution Report.
Monitor	Access the Process Monitor, Report Manager, and Query Viewer.
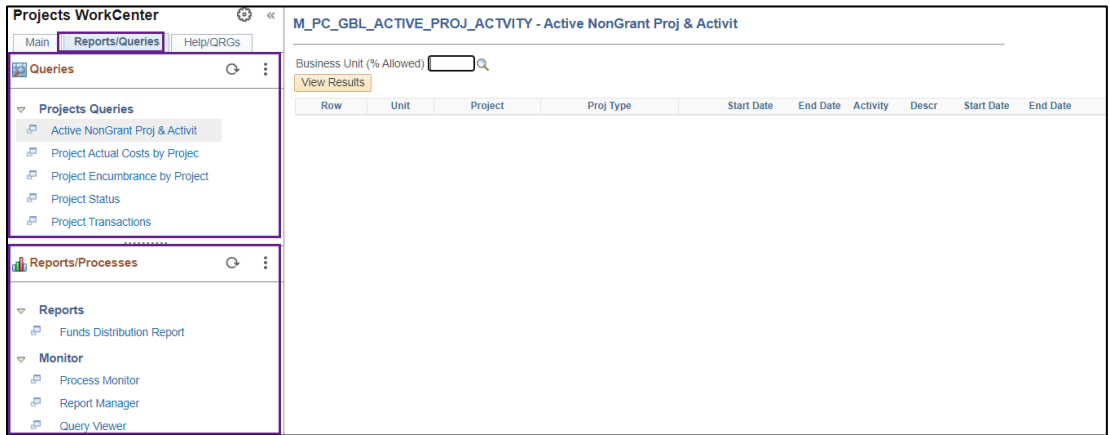
Help/QRGs: View QRGs and Help Desk Contact Information

The Help/QRGs tab provides access to Quick Reference Guides (QRGs) and SWIFT Help Desk contact information on the left menu. When you select a QRG, SWIFT displays it in a new window.