



PROJECTS

TECHNICIAN ALLOCATION

The **Technician Allocation** screen makes it easier to group projects together per Technician.

Projects that have <u>not yet been allocated</u> to a Technician, are listed in the **Unassigned Projects** frame on the left.

Allocated projects can be <u>removed</u> from a Technician and can be <u>re-allocated</u> to another Technician.

Important Note: Ensure that you Save the screen before closing or refreshing the screen.

Ribbon Access: Maintenance / Projects > Technician Allocation



- 1. The *Technician Allocation* screen will be displayed.
- 2. The screen is divided into *two* panels;
 - The *left* panel is the *Unallocated Projects*. A list of all the unallocated projects is displayed in this panel.
 - The *right* panel is the *Technicians' Projects*. This panel will list the Technicians and their Availability Status .



Technician Allocation

¢	-		1-		-> Technician A	Allo	cation - BPO: Version 2.5.0.4 - Example C	ompany v2.5.0.0		(_ – ×
	H	ome Equipment	/Locations	Contract Fir	iance / HR Inve	nto	ry Maintenance / Projects Manufacturin	ng Procurement Sales	Service Repo	rting Utilities	- & ×
Ľ		0	2		22/11/2021 🔹	(Find Project/s	3 223			
Save Pr Allocat	roject tions	Cancel Unsaved Changes	Save Layout	Workspaces	22/11/2021 - 🔻		Refresh Show All 🗌 Sea	irch			
	Pro	iess a	Form	at 4	4 Current	_	🖌 🔪 Search	4			\diamond
Unallocated Projects : 0						Technicians' Projects : 12 technicians, 0 projects					
					- 1						
Proje	ectRef	Description	Status	StatusDesc	ProjectType	F	FullName	SMSSequenceNo	AvailabilityCode	AvailabilityDesc	BootStockWha
9 8 0 0		8 0 0	* 0 ¢	R C	#DC	ę	ADC	=	REC	#DC	REC
							🗉 Bianca Du Toit	135	AV	Available	BiancaD Boot
						È	🗄 Belinda Sharman	78	UN	Unavailable	-
						F	Wesley Haynes	0	AV	Available	
						F	E Steven Cooper	0	OL	On Leave	
						F	🗉 John Twain	0	AV	Available	
						F	Theo Peterson	24	AV	Available	
							Abigail Milne	0	AV	Available	
							Mary Thompson	0	UN	Unavailable	MaryT_BootW
							🗄 Sabelo Danisa	0	AV	Available	
							Sne Ndwalane	2	AV	Available	
							Arial Blythe	0	UN	Unavailable	
							🗄 Kame Pillay	0	AV	Available	
						*					
4					F	4	C				÷
Open W	Vindows	•						User : JulandaK 22/11/	2021 Version : 2.1	5.0.4 Example Compa	ny v2.5.0.0

TECHNICIAN ALLOCATION GRIDS

Columns can be **added** to, or **removed** from a data grid. This enables a user to customise the data grid to their own preference.

To navigate to the Projects or Technician's Projects you need to work with, use the search and filter options in the grid area.

• Technician Allocation - Searching and Filtering

TECHNICIAN MANAGEMENT

- Technician Allocation Unallocated Projects
- Technician Allocation Technician Projects

BPO.MNU.152