

PROJECTS

WORK ORDER ALLOCATION – UNLINK / REASSIGN WORK ORDERS

Work orders linked to a project can be **unlinked** from a project or can be **reassigned** to another project.

Ribbon Access: Maintenance / Projects > Work Order Allocation

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Instructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Orde Allocation						
Pre	ventative		Reactive	Radar	4	Proje	ects						6

- 1. The *Work Order Allocation* listing screen will be displayed.
- 2. This screen is divided into **2** frames:
 - **Unassigned Work Orders**: This frame lists all the unassigned work orders.
 - **Project Work Orders**: This frame lists the projects with linked work orders.
- 3. In the *Project Work Orders* frame, click on the *expand* button in the row of the project you wish to *unlink /reassign* work orders from.



Work Order Allocation - Unlink or Re-Assign Work

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	WO0006237	WS - Weekly Service	Durban		PRJ0000415	SP240 New	Deal						
	WO0006236	WS - Weekly Service	Durban		Assigned We	ork Orders							
	WO0006235	Tier - Commercial Tier Test	Durban		9 WOCode		VOType	De	scription				
	WO0006233	BathBinMaint - Bathroom Bin Maintenance	Durban		▶ WO00061	40 I	NST	SP	240-1 - Machine	Installation			
	WO0006232	WS - Weekly Service	Durban		W000061	41 I	r	SP	240-2 - Network	setup			
	WO0006231	WS - Weekly Service	Durban		WO00061	42 I	NST	SP	240-3 - Docume	ntation			
	WO0006230	AirMaint - Airfreshner Maintenance	Durban		۰								F
	WO0006228	1MMS - 1 Month Machine Service	Durban	-	F PR 10000414	Sprint SP19	12 New Dea	al Sale					
	WO0006227	AirMaint - Airfreshner Maintenance	Durban			PRJ408/BS							
	WO0006226	BathBinMaint - Bathroom Bin Maintenance	Durban		PRJ0000412	Instal Mad							
	WO0006225	WS - Weekly Service	Durban		PRJ0000411	Site Inspec	tion						
	WO0006223	1MMS - 1 Month Machine Service	Durban		PRJ0000410	New machi	ne installatio	n					
	WO0006222	WS - Weekly Service	Durban		PRJ0000408	Maintenan	e Project - :	SP400					
	WO0006221	1MMS - 1 Month Machine Service	Durban		PRJ0000407	OSU1001							
	WO0006219	BathBinMaint - Bathroom Bin Maintenance	Durban			B60004							
	WO0006218	WS - Weekly Service	Durban			860101020	2						
	WO0006217	WS - Weekly Service	Durban			TT041 - Bi-	annually, Mo	ono 1000 -	Generate Proje	ct			
	WO0006216	AirMaint - Airfreshner Maintenance	Durban			TT002 - We	ekly - Call p	er WO					
	WO0006213	2MS - 2 month service	Durban		PRJ0000402	test							
	W00006211	AirMaint - Airfreshner Maintenance	Durhan										

UNASSIGN WORK ORDER(S)

- 4. From the *Assigned Work Orders* sub grid select the work order(s) you wish to unlink from the project.
- Click anywhere on the selected work order(s) line and drag and drop it anywhere in the Unassigned Work Orders frame to unlink the work order.



Work Order Allocation - Unlink or Re-Assign Work

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	WO0006233	BathBinMaint - Bathroom Bin Maintenance	Durban 5		• WO000	6140	INST	S	P240-1 - Machi	ine Installation			
	WO0006232	WS - Weekly Service	Durban		W0000	6141	п	S	P240-2 - Netw	ork setup			
	WO0006231	WS - Weekly Service	Durban		W0000	6142	INST	5	P240-3 - Docur	mentation			
	WO0006230	AirMaint - Airfreshner Maintenance	Durban										۲
	WO0006228	1MMS - 1 Month Machine Service	Durban		E PRJ0000414	Sprint SP	1912 New De	al Sale					
	WO0006227	AirMaint - Airfreshner Maintenance	Durban			PR.J408/	35001						
	WO0006226	BathBinMaint - Bathroom Bin Maintenance	Durban		B PRJ0000412	Install Ma	achines						
	WO0006225	WS - Weekly Service	Durban		B PRJ0000411	Site Insp	ection						
	WO0006223	1MMS - 1 Month Machine Service	Durban		B PRJ0000410	New mad	hine installati	on					
	WO0006222	WS - Weekly Service	Durban			Maintena	nce Project -	SP400					
	WO0006221	1MMS - 1 Month Machine Service	Durban		PRJ0000407	OSU 100	L						
	WO0006219	BathBinMaint - Bathroom Bin Maintenance	Durban		PRJ0000406	B60004							
	WO0006218	WS - Weekly Service	Durban			8601010	202						
	WO0006217	WS - Weekly Service	Durban			TT041 - I	Bi-annually, M	ono 1000	- Generate Pro	oject			
	WO0006216	AirMaint - Airfreshner Maintenance	Durban			TT002 -	Weekly - Call	per WO					
	WO0006213	2MS - 2 month service	Durban		PRJ0000402	test							
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- 6. The work order(s) will be removed from the *Assigned Work Orders* frame and can now be found in the *Unassigned Work Orders* frame.
 7. Click on *Save Work Order to Projects*.
- _ **•** x -Work Order Allocation - BPO: Version 2.5.0.4 - Example Company v2.5.0.0 . Equipment / Location Finance / HR Inventory Maintenance / Projects Manufactu 8 X Home -22 H 2 × 2 Find WO/s Refresh Cancel Unsa Changes rk Orders Save Layout Workspaces uto Create Projects Show All Search to Projects Unassigned Work Orders : 1623 Project Work Orders : 302 projects, 360 work orders ProjectRef WOCode Description SiteName + Description a**D**c REC •**D**¢ 9 x0c R**O**C WO0006148 Tier - Commercial Tier Test Durban PRJ0000416 Second installation project for Titan Group Durban 6 + E PRJ0000415 SP240 New Deal WO0006146 AirMaint - Airfreshner Maintenance WO0006145 BathBinMaint - Bathroom Bin Maintenance Durban Assigned Work Orders WO0006144 WS - Weekly Service Durban
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REASSIGN WORK ORDER(S)

- From the Assigned Work Orders sub grid select the work order(s) you wish to reassign from the project.
- Click anywhere on the selected work order(s) line and drag and drop it on to the project line you wish to reassign it to.

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•	WO0006238	Test PQ Source Type Work Order		Durban	E PR.300	00416 S	econd installation project	ct for Titan Group	
	WO0006237	WS - Weekly Service		Durban	▶ E PR300	00415 S	P240 New Deal		
	WO0006236	WS - Weekly Service		Durban	As	signed Work	k Orders	, i l	
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	WO0006233	BathBinMaint - Bathroom Bin Maintenance		Durban	► V	VO0006140	INST 、	SP240-1 - Machine Installation	
	WO0006232	WS - Weekly Service		Durban	V	VO0006141	ц п `,	SP240-2 - Network setup	
	WO0006231	WS - Weekly Service		Durban	V	VO0006142	INST	SP240-3 - Documentation	
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	WO0006228	1MMS - 1 Month Machine Service		Durban		00414 S	print SP1912 New Deal	Sale	
	WO0006227	AirMaint - Airfreshner Maintenance		Durban		00413 P	RJ408/BS001	24	
	WO0006226	BathBinMaint - Bathroom Bin Maintenance		Durban	E PR.300	00412 In	nstall Machines	2	
	WO0006225	WS - Weekly Service		Durban	E PR.300	00411 S	ite Inspection		
	WO0006223	1MMS - 1 Month Machine Service		Durban	PR.300	00410 N	lew machine installation	¥.	
	WO0006222	WS - Weekly Service		Durban		00408 N	Maintenance Project - SP	400	
	WO0006221	1MMS - 1 Month Machine Service		Durban	PR300	00407 C	OSU1001 <		
	WO0006219	BathBinMaint - Bathroom Bin Maintenance		Durban		00406 B	60004		
	WO0006218	WS - Weekly Service		Durban		00405 8	601010202		
	WO0006217	WS - Weekly Service		Durban		00404 T	T041 - Bi-annually, Mon	o 1000 - Generate Project	
	WO0006216	AirMaint - Airfreshner Maintenance		Durban		00403 T	T002 - Weekly - Call per	WO	
	WO0006213	2MS - 2 month service		Durban	PRJ00		est		
4	W00006211	ΔirMaint - Δirfreshner Maintenance		Durhan	4		1 11 2000		Þ

- The selected work order(s) will be *removed* from the Assigned Work
 Orders sub grid of the *project* you dragged them from, and
- 4. can now be viewed in the *Assigned Work Orders* sub grid of the project you have *reassigned* (dropped) them to.
- 5. Click on Save Work Order to Projects.



Work Order Allocation - Unlink or Re-Assign Work

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	WO0006237	WS - Weekly Service			Durban		• 🗆	PRJ0000415	SP240 N	ew Deal					
	WO0006236	WS - Weekly Service			Durban			Assigned	Work Order	s					
	WO0006235	Tier - Commercial Tier Test			Durban			۹ WOCod	le	WOType	Des	cription			
	WO0006233	BathBinMaint - Bathroom Bin Maintenan	ce		Durban	3		► WO000	6141	п	SP2	40-2 - Network	setup		
	WO0006232	WS - Weekly Service			Durban	ै		W0000	6142	INST	SP2	40-3 - Documer	ntation		
	WO0006231	WS - Weekly Service			Durban			1							÷
	WO0006230	AirMaint - Airfreshner Maintenance			Durban		Ŧ.	PRJ0000414	Sprint SP	1912 New Dea	l Sale				
	WO0006228	1MMS - 1 Month Machine Service			Durban	-	Ŧ.	PRJ0000413	PR.1408/	BS001					
	WO0006227	AirMaint - Airfreshner Maintenance			Durban		E 1	PRJ0000412	Install M	achines					
	WO0006226	BathBinMaint - Bathroom Bin Maintenan	ce		Durban		E	PRJ0000411	Site Insp	ection					
	WO0006225	WS - Weekly Service			Durban		•	PRJ0000410	New ma	hine installation	n				
	WO0006223	1MMS - 1 Month Machine Service			Durban		+	PR.J0000408	Mainten	ance Project - S	SP400				
	WO0006222	WS - Weekly Service			Durban			PRJ0000407	OSU 100	1					
	WO0006221	1MMS - 1 Month Machine Service			Durban			Assigned	Work Order	s					
	WO0006219	BathBinMaint - Bathroom Bin Maintenan	ce		Durban			Q WOCod	le	WOType	Des	cription			
	WO0006218	WS - Weekly Service				4	-		6140	INST	SP2	40-1 - Machine	Installation		
	WO0006217	WS - Weekly Service			Durban			-							
	WO0006216	AirMaint - Airfreshner Maintenance			Durban			-							+
	WO0006213	2MS - 2 month service			Durban		1								+
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