



PROJECTS

WORK ORDER ALLOCATION - EDITING COLUMNS

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

Ribbon Access: Maintenance / Projects > Work Order Allocation

\$ =					BPO: Versio	n 2.5.0.4 - Exa	mple Com	npany v2.5.0.0				C	_ • ×
- 📦 - E	quipment	t/Locations	Contract F	inance / HR.	Inventory	Maintenance / R	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
-	Ì	1	î.		1=			2					
Instructions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	e Projects	Standard Methodology	Work Ord Allocation	er Technician Allocation					
Prev	entative		Reactive	Radar		Proje	ects						6

1. The *Work Order Allocation* listing screen will be displayed.

HIDE COLUMNS

DROP-DOWN MENU



- The example has the *Status Desc* column selected.
- 3. The *Filter* drop-down menu will be displayed.
- 4. Click on *Hide This Column*.



\$	T		ork Order A	llo	cation	BPO: Vers	ion 2.5.0.4	- Example Con	npany v2.5.0.	.0					-)[
1	Home	Equipment / Locations Contract Finance / I	HR. Inver	ntor	y Ma	aintenance /	Projects	Manufacturing	Procuremen	t Sales	Service	Rep	orting	Utilities	-	8 ×
	(A)		2			Find WO/	5	(i)								
A	uto Create S Projects	ave Work Order Refresh Cancel Unsaved Save to Projects Changes	Layout Wo	orks	paces	Show All		Search								
F	Projects 🦼	Work Orders a	Format	2	4	_	Search							3		6
		Unassigned Work Orders : 1627	1			11	-	Project We	ork Orders : 3	01 projec	ts, 356 wo	rk ord	ers			
	ag a column hea		1	C	rag a co	lumn heade	r here to gr	oup by that colum				/		1		1
	WOCode	Description			Projec	tRef	Description	<u>د</u> ۱	•	Status	StatusDes				-	End
9	1 C	4 0 ¢	^	9	R O C		n o c			* 0 0	* 0 0	21	Sort As	cending		-
	PWO0000048	Work order part request	0	,	🗉 Ne	w Project						Ž1	Sort De	scending		
	PWO0000053	Work Mgt - work order linked to a client asset				0000221	project lin	k to a client locati	ion	0	Open		Clear A	II Sorting		12
	PWO0000058	Delete work order linked to client location			E PR.	10000223	project lin	ked to a non-dier	nt location	0	Open		Group	By This Colum	n	12
	PWO0000061	test creating a work order for pretoria via projects			PR.	10000205	work orde	r linked to a locat	ion - linked t	0 4	Open	6	Hide G	roup By Box		29,
	WO0000288	WS - Weekly Service			· PR.	10000202	work orde	r linked to an ass	et linked to	0	Open		1.0.1.7			29,
	WO0000289	BathBinMaint - Bathroom Bin Maintenance			E PR.	10000294	1234			0	Open	15	Hide I	his Column		24
	WO0000290	AirMaint - Airfreshner Maintenance				10000344	1234			0	Open		Colum	n Chooser		07,
	WO0000291	AirMaint - Airfreshner Maintenance			E PR.	10000394	1234 - Tes	t ctrt request cre	ate pr	0	Open	+A+	Best Fit			14
	WO0000292	1MMS - 1 Month Machine Service				10000165	12345 - Ne	ew machine install	ation	0	Open		Best Fit	(all columns)		15
	WO0000299	WS - Weekly Service				0000128	2MS - 2 m	onth service		0	Open	T.	Filter E	ditor		30,
	WO0000300	BathBinMaint - Bathroom Bin Maintenance			E PR.	30000192	3MS - 3 Mo	onth Service		0	Open	1.	Show F	ind Panel		25,
	WO0000302	BathBinMaint - Bathroom Bin Maintenance			⊞ PR.	10000405	86010102	02		0	Open		Lide A	uto Eilter Pour		12,
	WO0000303	AirMaint - Airfreshner Maintenance			E PR.	30000179	A part req	uest project decli	ne	0	Open					22,
	WO0000304	AirMaint - Airfreshner Maintenance			⊞ PR.	30000177	A, project	part approval		0	Open	U	Inique	15/02	/2017	22,
	WO0000305	WS - Weekly Service			E PR.	30000176	A,B,C proj	ect part request	approval	0	Open	U	Inique	15/02	/2017	17,
	WO0000306	BathBinMaint - Bathroom Bin Maintenance			E PR.	0000208	All open tio	:kets		0	Open	U	Inique	30/03	/2017	29
	WO0000307	1MMS - 1 Month Machine Service			E PR	0000151	Another pr	roject to test reje	ct assignment	0	Open	U	Inique	02/12	/2015	01,
	WO0000308	WS - Weekly Service			B PR.	0000366	another te	st		0	Open	U	Inique	17/07	/2018	16
	WO0000309	BathBinMaint - Bathroom Bin Maintenance			⊞ PR.	30000264	Apple Juic	e Project Methodo	ology New De	0	Open	U	Inique	20/06	/2017	27,
	WO0000310	AirMaint - Airfreshner Maintenance			E PR.	0000357	Approval			0	Open	U	Inique	18/07	/2018	17
	W0000311	ΔirMaint - Δirfreshner Maintenance				10000 183	Auto anno	ove off		0	Open		Inique	16/02	/2017	18

5. The selected column (*Status Desc*) will be *removed* from the data grid.

		Work Order A	Allo	cation - BPO: Vers	sion 2.5.0.4 - Example Company v2.5.0	.0				
Home	Equipment / Locations Contract Fir	ance / HR Inver	nto	Find WO/	s and the second s	nt Sales	Service Repo	rting Utilities	- 0	r ,
uto Create S	ave Work Order Refresh Cancel Unsaved	Save Layout W	ork	Daces chan All	Search					
Projects	to Projects Changes	bure cojout in		The show All						
Projects 🔒	Work Orders	Format		4	Search 🖌					6
	Unassigned Work Orders : 1627				Project Work Orders :	301 proje	ts 35 work orde	rs		
				Drag a column heade			-			
WOCode	Description		T	ProjectRef	Description	Status	ProjectTypeDesc	StartDate	EndDate	Pro
R O C	10:	<u>^</u>	1	8 a 🗠	10c	#@c	* 0 ¢	-	-	4
PWO0000048	Work order part request	0	1	New Project						
PWO0000053	Work Mgt - work order linked to a dient asset		IF.	PRJ0000221	project link to a client location	0	Unique	12/04/2017	12/05/2017	JL
PWO0000058	Delete work order linked to client location		ŀ		project linked to a non-client location	0	Unique	12/04/2017	12/05/2017	3.
PWO0000061	test creating a work order for pretoria via pro	jects		PRJ0000205	work order linked to a location - linked t	0	Unique	30/03/2017	29/04/2017	3.
WO0000288	WS - Weekly Service			· PRJ0000202	work order linked to an asset linked to	0	Unique	30/03/2017	29/04/2017	Ju
WO0000289	BathBinMaint - Bathroom Bin Maintenance				1234	0	Unique	17/04/2018	24/04/2018	Bi
WO0000290	AirMaint - Airfreshner Maintenance				1234	0	Unique	31/05/2018	07/06/2018	Bi
WO0000291	AirMaint - Airfreshner Maintenance				1234 - Test ctrt request create pr	0	Unique	07/08/2018	14/08/2018	Bi
WO0000292	1MMS - 1 Month Machine Service		-		12345 - New machine installation	0	Unique	08/11/2016	15/11/2016	Bi
WO0000299	WS - Weekly Service				2MS - 2 month service	0	Unique	29/06/2015	30/06/2015	Bi
WO0000300	BathBinMaint - Bathroom Bin Maintenance			➡ PRJ0000192	3MS - 3 Month Service	0	Unique	24/02/2017	25/02/2017	Bi
WO0000302	BathBinMaint - Bathroom Bin Maintenance				8601010202	0	Unique	05/02/2021	12/02/2021	W
WO0000303	AirMaint - Airfreshner Maintenance				A part request project dedine	0	Unique	15/02/2017	22/02/2017	Bi
WO0000304	AirMaint - Airfreshner Maintenance				A, project part approval	0	Unique	15/02/2017	22/02/2017	Bi
WO0000305	WS - Weekly Service				A,B,C project part request approval	0	Unique	15/02/2017	17/03/2017	JL
WO0000306	BathBinMaint - Bathroom Bin Maintenance			PRJ0000208	All open tickets	0	Unique	30/03/2017	29/04/2017	Ju
WO0000307	1MMS - 1 Month Machine Service				Another project to test reject assignment	0	Unique	02/12/2015	01/01/2016	Bi
WO0000308	WS - Weekly Service			PRJ0000366	another test	0	Unique	17/07/2018	16/08/2018	Be
WO0000309	BathBinMaint - Bathroom Bin Maintenance				Apple Juice Project Methodology New De.	. 0	Unique	20/06/2017	27/06/2017	Bi
WO0000310	AirMaint - Airfreshner Maintenance				Approval	0	Unique	18/07/2018	17/08/2018	Bi
W0000311	ΔirMaint - Δirfreshner Maintenance			FT PR 10000 183	Auto annrove off	0	Unique	16/02/2017	18/03/2017	R



DRAG AND DROP

- 1. Or Click and hold down the column header name.
 - The example has *Status* selected.
- Drag the column header name downwards from the column header row until a black [X] appears then drop the column header.

				Find	WO/s	.15		Procurement 3	Jaics J	EI VICE	Reporting.	Unites	
uto Create S	ave Work Order Refresh Cancel Uns	aved Save	Layout Works	paces Show			Search						
Projects	Work Orders	3	Format	1	500	rch							
rojecto a	Unaccioned Worl	Ordone : 167	7				·	Project Work Or	dore 1 20	1 proie	ctr 256 mo	rk ordere	
	onassigned work	Conders . 102						Project Work of	uers : 50	r proje	cts, 330 wo	rkoruers	
				1									
WOCode	Description	SiteName	WOType	Status 🔺	♥ Statust		ProjectRef	Description					
a 🖸 c	-0-	4 0 0	R C	*Oc ·	* O C ^	٩	* 0 ¢	n ⊡ c					
PWO0000048	Work order part request	Pretoria	DR	0	Ope		🗉 New Project						
PWO0000053	Work Mgt - work order linked to a cli	Pretoria	DR	14	Ope			SP240 New Deal.					
PWO0000058	Delete work order linked to client loc	Pretoria	atus 🔨 🤺	0	Ope			Check Technician As	ssignment				
PWO0000061	test creating a work order for pretor	Pretoria	DR	0	Ope		➡ PRJ0000077	SubProject 1					
WO0000288	WS - Weekly Service	Durban	SM	0	Ope		➡ PRJ0000082	Test Projects viewer	d in Custo	mer scre	en		
WO0000289	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope		➡ PRJ0000083	New machine installa	ation				
WO0000290	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope		PRJ0000085	tst					
WO0000291	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope			SP240 New Deal					
WO0000292	1MMS - 1 Month Machine Service	Durban	SERV	0	Ope			Machine installations	s				
WO0000299	WS - Weekly Service	Durban	SM	0	Ope		➡ PRJ0000090	Sprint SP1912 New I	Deal Sale				
WO0000300	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope		➡ PRJ0000091	Service for HOP001	on 06 No	v 2014			
WO0000302	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope			Scheduled Maintena	ance for H	OP001 or	06 Nov 201	4	
WO0000303	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope			Scheduled Maintena	ance for D	ER001 or	06 Nov 201	4	
WO0000304	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope		PRJ0000094	Scheduled Maintena	ance for Y	ES001 on	06 Nov 2014	1	
WO0000305	WS - Weekly Service	Durban	SM	0	Ope		➡ PRJ0000095	Scheduled Maintena	ance for T	A001 on	06 Nov 2014	•	
WO0000306	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope		1 PR30000098	Site Inspectino					
WO0000307	1MMS - 1 Month Machine Service	Durban	SERV	0	Ope		➡ PRJ0000099	Install Machines					
WO0000308	WS - Weekly Service	Durban	SM	0	Ope		➡ PRJ0000100	Machine inspection r	required				
WO0000309	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope		➡ PRJ0000101	Scheduled Maintena	ance for H	OP001 or	14 May 201	5	
WO0000310	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope		➡ PRJ0000102	Scheduled Maintena	ance for D	ER001 or	14 May 201	5	
W0000311	ΔirMaint - Δirfreshner Maintenance	Durhan	SM	0	One		FT PR 10000 103	Scheduled Maintena	ance for H	OP001 or	14 410 201	4	

3. The selected column (*Status*) has been *removed* from the data grid.



\$	Ŧ			Work Order Allocati	on - BPO: Version	2.5	.0	4 - Example Company v2.5.0.0
	н	me Equipment / Locations Contract	t Financ	ce / HR Inventory	Maintenance / Proj	ect	s	Manufacturing Procurement Sales Service Reporting Utilities — 🗗 🗙
	i i i i i i i i i i i i i i i i i i i	🗄 🐼 😆		2	Find WO/s	_		
Au	to Create rojects	Save Work Order Refresh Cancel Uns to Projects Change	saved S	ave Layout Workspace	es Show			Search
Pr	ojects 🦼	Work Orders		Format	4 5	ear	ch	4
		Unassigned Worl	k Orders :	1627				Project Work Orders : 301 projects, 356 work orders
Dra								
	NOCode	Description	SiteName	e WOType	StatusDescription			Description
9	0:	* 0 ¢	* 0 ¢	R C	s@c 🔶		Ŷ	*B:
	NO0006243	WS - Weekly Service	Durban	SM	Open			
	NO0006242	1MMS - 1 Month Machine Service	Durban	SERV	Open		٠	SP240 New Deal.
	WO0006241	WS - Weekly Service	Durban	SM	Open			Check Technician Assignment
	NO0006240	WS - Weekly Service	Durban	SM	Open			SubProject 1
	NO0006238	Test PQ Source Type Work Order	Durban	PR.	Open			Test Projects viewed in Customer screen
	NO0006237	WS - Weekly Service	Durban	SM	Open			New machine installation
	WO0006236	WS - Weekly Service	Durban	SM	Open			tst
	NO0006235	Tier - Commercial Tier Test	Durban	INST	Open			SP240 New Deal
	NO0006233	BathBinMaint - Bathroom Bin Mainte	Durban	SM	Open	11111		Machine installations
	WO0006232	WS - Weekly Service	Durban	SM	Open			Sprint SP1912 New Deal Sale
	NO0006231	WS - Weekly Service	Durban	SM	Open			Service for HOP001 on 06 Nov 2014
	NO0006230	AirMaint - Airfreshner Maintenance	Durban	SM	Open			Scheduled Maintenance for HOP001 on 06 Nov 2014
	NO0006228	1MMS - 1 Month Machine Service	Durban	SERV	Open			Scheduled Maintenance for DER001 on 06 Nov 2014
	NO0006227	AirMaint - Airfreshner Maintenance	Durban	SM	Open			Scheduled Maintenance for YES001 on 06 Nov 2014
	NO0006226	BathBinMaint - Bathroom Bin Mainte	Durban	SM	Open			Scheduled Maintenance for TIA001 on 06 Nov 2014
	NO0006225	WS - Weekly Service	Durban	SM	Open			Site Inspectino
	NO0006223	1MMS - 1 Month Machine Service	Durban	SERV	Open			Install Machines
	NO0006222	2 WS - Weekly Service	Durban	SM	Open			Machine inspection required
	NO0006221	1MMS - 1 Month Machine Service	Durban	SERV	Open			Scheduled Maintenance for HOP001 on 14 May 2015
	WO0006219	BathBinMaint - Bathroom Bin Mainte	Durban	SM	Open			Scheduled Maintenance for DER001 on 14 May 2015
4.0	MO0006218	WS - Weekly Service	Durhan	SM	Onen *		4	Scheduled Maintenance for HOP001 on 14 Δun 2014
Ор	en Windows	•						User : JulandaK 19/11/2021 Version : 2.5.0.4 Example Company v2.5.0.0

RESTORE HIDDEN COLUMNS

- 1. Right click in any column header to display the Filter drop-down menu.
- 2. Click on *Column Chooser*.



44) v		Wor	k Order Alloca	tion	- BPO: Version 2	.5.	.0.4 - Exan	ple Co	mpany v2.5.0.0					_ D X
	😛 Ho	Equipment / Locations Contract	Finance / HF	R Inventory	Ν	laintenance / Proje	ects	s Manufa	octuring	Procurement	Sales	Service	Reporting	Utilities	_ @ ×
		💾 🐼 🚳	2			Find WO/s		5	1						
1	Auto Create Projects	Save Work Order Refresh Cancel Unsa to Projects Changes	aved Save La	ayout Workspi	aces	Show All		Se	arch						
	Projects 🦼	Work Orders		Format		Se	ard	ch							6
		Unassigned Work	Orders : 1627							Project Work	Orders	301 proje	ects, 356 wor	rk orders	
0		header here to group by that column		·											
Γ	WOCode	Description	SiteName	WOType	s	tatusDescription		ProjectR	ef	Description					
9	a 🛛 c	-Bc	1 0 0	10c -4	₽ļ	Sort Ascending	J			R C					
	WO0006221	1 1MMS - 1 Month Machine Service	Durban	SERV	₹ļ	Sort Descendin	g		roject						
	WO0006222	2 WS - Weekly Service	Durban	SM		Clear All Sortin	g		00071	SP240 New Deal					
	WO0006223	3 1MMS - 1 Month Machine Service	Durban	SERV	1.20	Group By This	Co	lumn 👝	00075	Check Technician	Assignm	ent			
	WO0006225	5 WS - Weekly Service	Durban	SM		Hide Group Pu	D.	2	00077	SubProject 1					
	WO0006226	5 BathBinMaint - Bathroom Bin Mainten	Durban	SM		ние отоир ву	DU	× /	00082	Test Projects vie	wed in C	ustomer scre	een		
	WO0006227	7 AirMaint - Airfreshner Maintenance	Durban	SM		Hide This Colu	m	n	00083	New machine ins	tallation				
	WO0006228	8 1MMS - 1 Month Machine Service	Durban	SERV	Ξ	Column Choos	ser		00085	tst					
	WO0006230	AirMaint - Airfreshner Maintenance	Durban	SM	+A+	Best Fit			00087	SP240 New Deal					
	WO0006231	1 WS - Weekly Service	Durban	SM		Best Fit (all colu	um	nns)	00089	Machine installat	ions				
	WO0006232	2 WS - Weekly Service	Durban	SM	-	Filter Editor			00090	Sprint SP1912 N	ew Deal S	ale			
	WO0006233	BathBinMaint - Bathroom Bin Mainten	Durban	SM	L.,	Chase Find Day	-1		00091	Service for HOP	001 on 06	Nov 2014			
	WO0006235	5 Tier - Commercial Tier Test	Durban	INST		Show Find Pan	e		00092	Scheduled Maint	enance fo	r HOP001 o	n 06 Nov 2014	ŧ	
	WO0006236	5 WS - Weekly Service	Durban	SM	L	Hide Auto Filte	er F	low	00093	Scheduled Maint	enance fo	r DER001 o	n 06 Nov 2014	ŧ .	
	WO0006237	7 WS - Weekly Service	Durban	SM	C	lpen			00094	Scheduled Maint	enance fo	r YES001 or	n 06 Nov 2014		
	WO0006238	3 Test PQ Source Type Work Order	Durban	PR	C	pen			00095	Scheduled Maint	enance fo	or TIA001 or	n 06 Nov 2014		
	WO0006240	WS - Weekly Service	Durban	SM	C	pen			00098	Site Inspectino					
	WO0006241	1 WS - Weekly Service	Durban	SM	C	pen			00099	Install Machines					
	WO0006242	2 1MMS - 1 Month Machine Service	Durban	SERV	C	pen		⊞ PR.300	00100	Machine inspecti	on require	ed			
•	WO0006243	3 WS - Weekly Service	Durban	SM	C	lpen			00101	Scheduled Maint	enance fo	r HOP001 a	n 14 May 2015	5	
*						0			00102	Scheduled Maint	enance fo	r DER001 o	n 14 May 2015	5	
4						÷			00103	Scheduled Maint	enance fr	HOP001 n	n 14 Aun 2014	1	÷
1	Doen Windows				-		1			User : Julandak	10/11/2	121 Versi	ion · 2 5 0 4	Example C	ompany v2 5 0 0
1	speri maona									ober i seldi idak	10,11/2	Ver Ver St		example e	Suparty 12:0:0:0

- 3. The *Customization* menu screen will display.
- 4. This is an alphabetical list of the columns that you can add to the current data grid.
- 5. Use the *scroll bar* to find the *column header* you want to add.
 - Double click to restore the column header to the data grid, or
 - *Drag and Drop* the header into the header column. The *two arrows* indicate where the header name will be dropped.
- 6. Click on *Close* to close the customization menu.



\$ =				Work	Order Allocatio	on - BPO: Version a	2.5	.0.4 - Example Co	mpany v2.5.0.0				_ D X
	Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Proje	ect	s Manufacturing	Procurement Sales	Service	Reporting	Utilities	_ & ×
1	3		8	2		Find WO/s		(j)					
Auto Cre Projec	eate Si	ave Work Order Refresh to Projects	Cancel Unsave Changes	d Save Lay	vout Workspace	Show All		Search					
Project	ts "	Drag and	Drop the		Format	4 56	ar	ch 🖌					~
		column head	der using tv	vo s:1627					Project Work Orders	: 301 proj	ects, 356 wo	rk orders	
Drag a o		der here to group of the	navigate										
WOO	ode	Description	s	iteName	WOType	StatusDescription		ProjectRef	Description				
9 BCC		A C	^ I	8 C	s C C	R C	1	♥ R∎c	8 B C				
WOO	006221	1MMS - 1 Month Machine Se	rvice D	lurban	SERV	Open		New Project					
WOO	006222	WS - Weekly Service	D	lurban	SM	Open			SP240 New Deal.				
WOO	006223	1MMS - 1 Month Machine Se	rvice D	lurban	SERV	Open 6			Check Technician Assignment	nent			
WOO	006225	WS - Weekly Service	D	lurban	SM	Open	1		SubProject 1				
WOO	006226	BathBinMaint - Bathroom Bin	Mainten D	lurban	SM	Open			Test Projects viewed in C	Customer sci	reen		
WOO	006227	AirMaint - Airfreshner Maint	enlance D	lurban	SM	Open 3			New machine installation				
WOO	006228	1MMS - 1 Month Machine Se	rvice D	lurban	SERV	Open			tst				
WOO	006230	AirMaint - Airfreshner Maint	enance Cu	stomization		×			SP240 New Deal				
WOO	006231	WS - Weekly Service	fid	FuncLocID		^	11111		Machine installations				
WOO	006232	WS - Weekly Service	fid	IPMID					Sprint SP1912 New Deal	Sale			
WOO	006233	BathBinMaint - Bathroom Bin	Mainten.	RequestorID					Service for HOP001 on 0	6 Nov 2014			
WOO	006235	Tier - Commercial Tier Test	fic	ISiteID					Scheduled Maintenance f	for HOP001	on 06 Nov 2014	4	
WOO	006236	WS - Weekly Service	1 10	IT ask1D					Scheduled Maintenance f	for DER001	on 06 Nov 2014	ŧ	
WOO	006237	WS - Weekly Service	`	WOID					Scheduled Maintenance f	for YES001 of	on 06 Nov 2014	ł	
WOO	006238	Test PQ Source Type Work	Order Pa	rtsCount	Double clic	k to add to			Scheduled Maintenance f	for TIA001 o	on 06 Nov 2014		
WOO	006240	WS - Weekly Service	, Re	equestorType	column	neader			Site Inspectino				
WOO	006241	WS - Weekly Service	St	atus					Install Machines				
WOO	006242	1MMS - 1 Month Machine Se	rvice			*			Machine inspection require	red			
► WOO	006243	WS - Weekly Service	D	lurban	SM	Open		➡ PRJ0000101	Scheduled Maintenance f	for HOP001	on 14 May 201	5	
*						0		➡ PRJ0000102	Scheduled Maintenance f	for DER001	on 14 May 201	5	
1								FT PR 10000 103	Scheduled Maintenance	for HOP001	on 14 Aug 2014	4	
Open W	/indows 🕶						11		User : JulandaK 19/11/2	2021 Ver	sion : 2.5.0.4	Example C	ompany v2.5.0.0

7. The selected column will be restored to the data grid.

Home	Equipment / Locations Contract	Finance	/HR Invento	ry Maintena	nce / Proje	cts	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	æ	
23m	💾 🚯 👩		SI.	Find	WO/s		(in the second s								
ito Create S	ave Work Order Refresh Cancel Linsa	wed Sav	ve La Vork	spaces chan			Search								
Projects	to Projects Changes			• SHOW			Jean art								
Projects 🦼	Work Orders	-	Format		Se	ard	h 4								
	Unassigned Work	Ord	-27					Project Work	Orders	301 proje	cts, 356 wor	k orders			
WOCode	Description	Status	 SiteName 	WOType	Status	F	ProjectRef	Description						-	
*IC	* B ¢	10c	8 0 0	a 🛛 c	n 0 ^	ę	10c	#BC							
WO0006221	1MMS - 1 Month Machine Service	0	Durban	SERV	Op		New Project								
WO0006222	WS - Weekly Service	0	Durban	SM	Op	F	E PRJ0000071	SP240 New Dea	Ι.						
WO0006223	1MMS - 1 Month Machine Service	0	Durban	SERV	Op	F	PRJ0000075	Check Technicia	n Assignm	ent					
WO0006225	WS - Weekly Service	0	Durban	SM	Op	F	PRJ0000077	SubProject 1							
WO0006226	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op	F		Test Projects vie	ewed in C	ustomer scre	en				
WO0006227	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			New machine ins	stallation						
WO0006228	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			tst							
WO0006230	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			SP240 New Dea	1						
WO0006231	WS - Weekly Service	0	Durban	SM	Op			Machine installa	tions						
WO0006232	WS - Weekly Service	0	Durban	SM	Op			Sprint SP1912 N	ew Deal S	ale					
WO0006233	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Service for HOP	001 on 06	Nov 2014					
WO0006235	Tier - Commercial Tier Test	0	Durban	INST	Op			Scheduled Maint	tenance fo	r HOP001 o	n 06 Nov 2014	ł			
WO0006236	WS - Weekly Service	0	Durban	SM	Op			Scheduled Maint	tenance fo	or DER001 or	n 06 Nov 2014				
WO0006237	WS - Weekly Service	0	Durban	SM	Op	L		Scheduled Maint	tenance fo	r YES001 or	06 Nov 2014				
WO0006238	Test PQ Source Type Work Order	0	Durban	PR	Op	L		Scheduled Maint	tenance fo	r TIA001 on	06 Nov 2014				
WO0006240	WS - Weekly Service	0	Durban	SM	Op	L		Site Inspectino							
WO0006241	WS - Weekly Service	0	Durban	SM	Op			Install Machines							
WO0006242	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Machine inspect	ion require	ed					
WO0006243	WS - Weekly Service	0	Durban	SM	Op		➡ PRJ0000101	Scheduled Maint	tenance fo	r HOP001 o	n 14 May 2015	i			
					U		➡ PRJ0000102	Scheduled Maint	tenance fo	or DER001 or	n 14 May 2015				
						L	FFI PR 10000 103	Scheduled Maint	tenance fr	vr HOP001 o	n 14 Aun 2014				



SAVE LAYOUT



- 1. To save the changes made, click on *Save Layout*.
- 2. Click on *Close* to exit the screen.

Pro				/ RK Invento	ry Maintenan	ce / Projec	cts	s Manufacturing	Procurement Sales Service Reporting Utilities — 🕾
Pro	to Create S rojects	Save Work Order to Projects	ived Sav	e Layout	Find W spaces Show /	io/s		Search	0
	ojects 🦼	Work Orders		Format		Sea	ard	dh 🔺	
		Unassigned Work	Orders: 1	527					Project Work Orders : 301 projects, 356 work orders
٧	VOCode	Description	Status	 SiteName 	WOType	Status		ProjectRef	Description
	C.	* 0 ¢	1 0 0	8 DC	A D C	R 🗋 🔶	1	9 BEC	n 🗖 c
F	WO0000048	Work order part request	0	Pretoria	DR	Ор		New Project	
F	WO0000053	Work Mgt - work order linked to a clie	0	Pretoria	DR	Op		E PRJ0000071	SP240 New Deal.
P	WO0000058	Delete work order linked to client loca	0	Pretoria	DR	Op			Check Technician Assignment
F	WO0000061	test creating a work order for pretori	0	Pretoria	DR	Op			SubProject 1
٧	VO0000288	WS - Weekly Service	0	Durban	SM	Op			Test Projects viewed in Customer screen
٧	VO0000289	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op		PRJ0000083	New machine installation
٧	VO0000290	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			tst
٧	VO0000291	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			SP240 New Deal
٧	VO0000292	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Machine installations
٧	VO0000299	WS - Weekly Service	0	Durban	SM	Op		E PR.J0000090	Sprint SP1912 New Deal Sale
٧	VO0000300	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op		PRJ0000091	Service for HOP001 on 06 Nov 2014
٧	VO0000302	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Scheduled Maintenance for HOP001 on 06 Nov 2014
٧	VO0000303	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			Scheduled Maintenance for DER001 on 06 Nov 2014
٧	VO0000304	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op	ſ	PRJ0000094	Scheduled Maintenance for YES001 on 06 Nov 2014
٧	VO0000305	WS - Weekly Service	0	Durban	SM	Op		PRJ0000095	Scheduled Maintenance for TIA001 on 06 Nov 2014
٧	VO0000306	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op	ſ		Site Inspectino
٧	VO0000307	1MMS - 1 Month Machine Service	0	Durban	SERV	Op	ſ	PRJ0000099	Install Machines
٧	VO0000308	WS - Weekly Service	0	Durban	SM	Op			Machine inspection required
٧	VO0000309	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op		PRJ0000101	Scheduled Maintenance for HOP001 on 14 May 2015
٧	VO0000310	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op	ſ	PRJ0000102	Scheduled Maintenance for DER001 on 14 May 2015
V	WO0000311	ΔirMaint - Δirfreshner Maintenance	0	Durhan	SM	Or ¥		FT PR 10000 103	Scheduled Maintenance for HOPO01 on 14 &un 2014

CANCEL UNSAVED CHANGES

- Click on *Cancel Unsaved Changes* to ignore any changes made to the *Work Order Allocation* screen. Note that only unsaved changes will be restored.
 - If you have clicked on *Save Layout*, use <u>Restore Hidden</u>
 <u>Columns</u> to return the screen to the original layout.



2. *Close* the screen when done.

\$	-		W	ork Order Allo	cation - BPC	: Version 2.	5.	0.4 - Example Cor	mpany v2.5.0.0
	Home	Equipment / Locations Contract	Finance /	HR Invento	ry Mainter	nance / Projec	ts	Manufacturing	Procurement Sales Service Reporting Utilities — 🗠 🗵
A	uto Create S	ave Work Order Refresh Cancel Unsa	aved Save	Layout Works	Fin spaces Sho	d WO/s		Search	
	Projects	to Projects Changes	s	-0	•				
F	Projects 🦼	Work Orders	4	Former	4	Sea	arc	h 🔺	Â
		Unassigned Work	Orders: 16	27					Project Work Orders : 301 projects, 356 work orders
	WOCode	Description	Status 🔺	SiteName	WOType	Status		ProjectRef	Description
٩	∎C .	1 0 0	1 0 0	RBC	R B C	* 0 ^	1	P 800	4 0 4
۲	PWO0000048	Work order part request	0	Pretoria	DR	Op	1	New Project	
	PWO0000053	Work Mgt - work order linked to a clie	0	Pretoria	DR	Op			SP240 New Deal.
	PWO0000058	Delete work order linked to client loca	0	Pretoria	DR	Op			Check Technician Assignment
	PWO0000061	test creating a work order for pretori	0	Pretoria	DR	Op			SubProject 1
	WO0000288	WS - Weekly Service	0	Durban	SM	Op			Test Projects viewed in Customer screen
	WO0000289	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			New machine installation
	WO0000290	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			tst
	WO0000291	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			SP240 New Deal
	WO0000292	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Machine installations
	WO0000299	WS - Weekly Service	0	Durban	SM	Op			Sprint SP1912 New Deal Sale
	WO0000300	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Service for HOP001 on 06 Nov 2014
	WO0000302	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Scheduled Maintenance for HOP001 on 06 Nov 2014
	WO0000303	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			Scheduled Maintenance for DER001 on 06 Nov 2014
	WO0000304	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			Scheduled Maintenance for YES001 on 06 Nov 2014
	WO0000305	WS - Weekly Service	0	Durban	SM	Op			Scheduled Maintenance for TIA001 on 06 Nov 2014
	WO0000306	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Site Inspectino
	WO0000307	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Install Machines
	WO0000308	WS - Weekly Service	0	Durban	SM	Op		PRJ0000100	Machine inspection required
	WO0000309	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op		PRJ0000101	Scheduled Maintenance for HOP001 on 14 May 2015
	WO0000310	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op		PRJ0000102	Scheduled Maintenance for DER001 on 14 May 2015
4	W00000311	ΔirMaint - Δirfreshner Maintenance	0	Durhan	SM	Or T		FT PR 10000 103	Scherluled Maintenance for HOP001 on 14 Διισ 2014
0	pen Windows 🔻								User : JulandaK 19/11/2021 Version : 2.5.0.4 Example Company v2.5.0.0

Related References

- BPO2 Data Grid Layouts
- BPO2 Data Grid Filtering

MNU.151.005