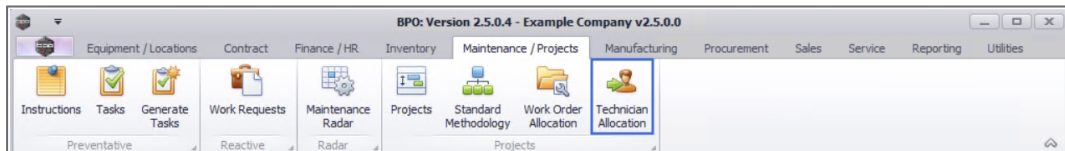# PROJECTS

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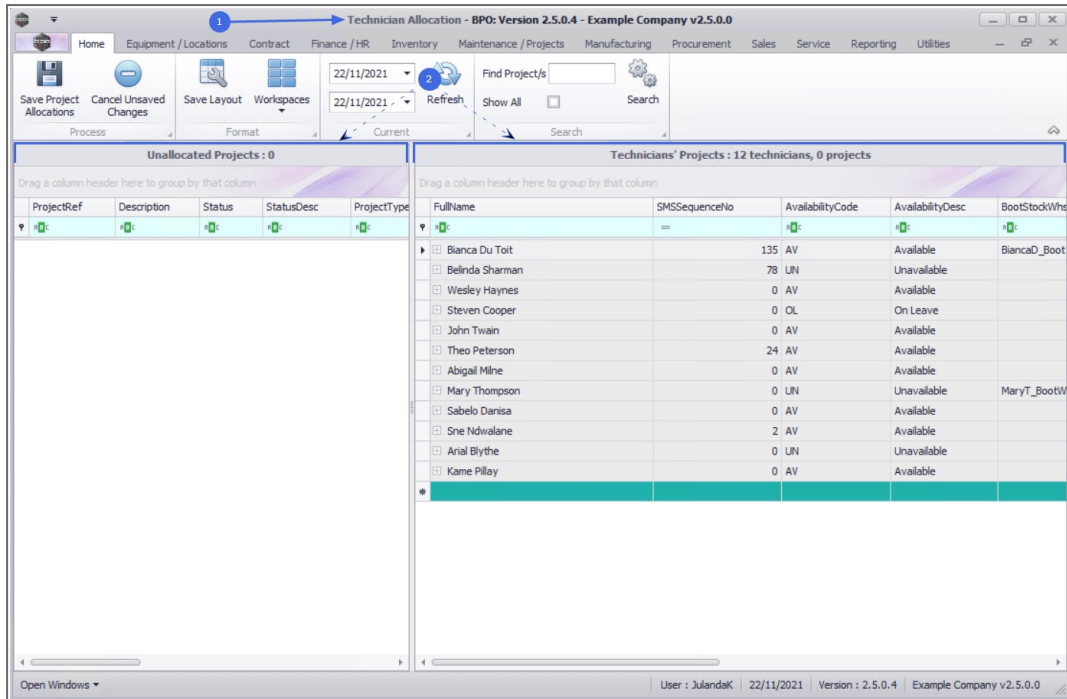
Allocated projects can be <u>removed</u> from a Technician and can be <u>re-allocated</u> to another Technician.

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 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