

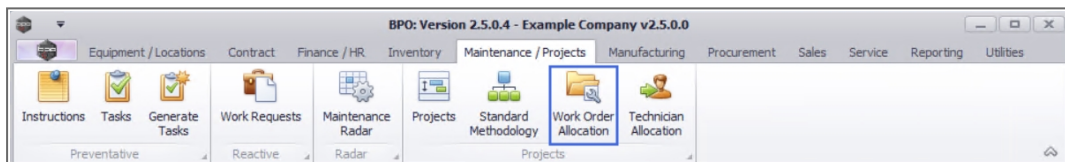
PROJECTS

WORK ORDER ALLOCATION – LINK TO NEW PROJECT

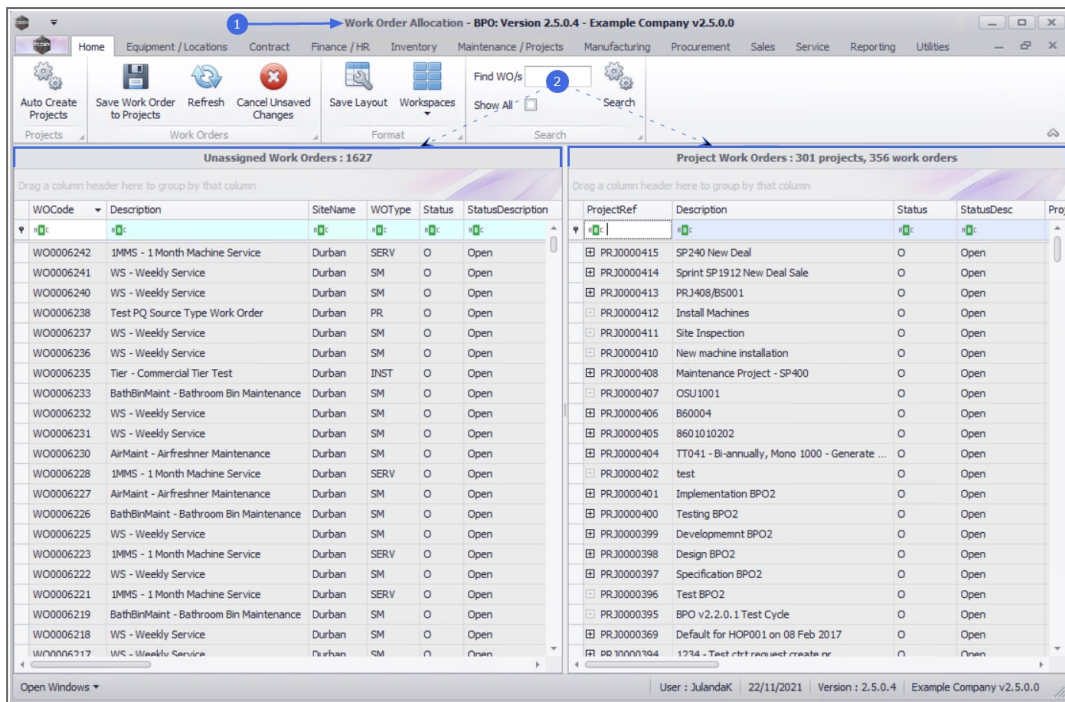
An **unassigned** work order(s) can be allocated to a **new** project.

One or multiple work orders can be linked to a **new** project.

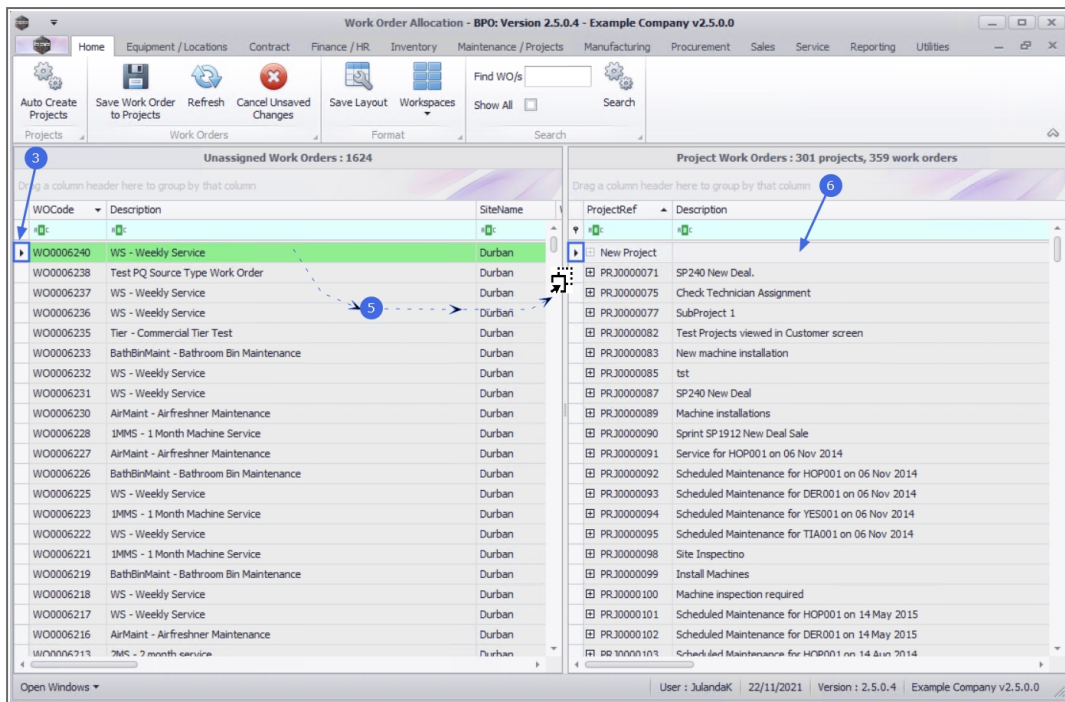
Ribbon Access: *Maintenance / Projects > Work Order Allocation*



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.



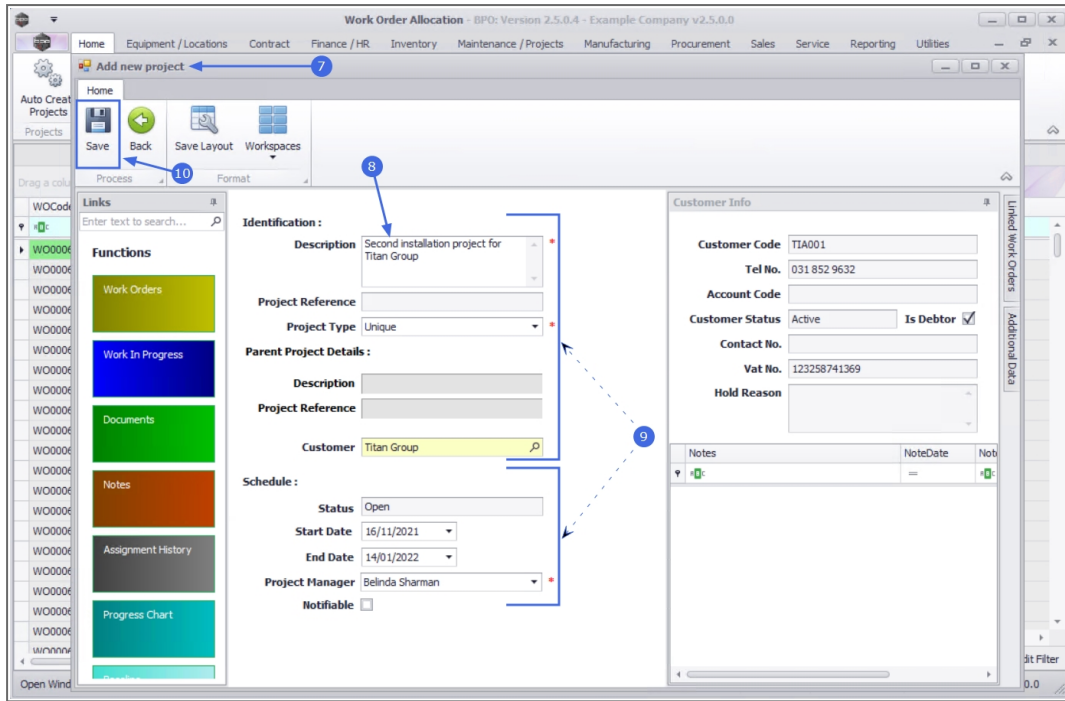
3. In the **Unassigned Work Orders** frame, click on the **row** of the unassigned work order (for a single work order) you wish to allocate to a new project, or
4. To select multiple work orders,
 - Hold down the **Ctrl** key on your keyboard, then use your mouse to click on each **unassigned work order** you wish to allocate to a new project, or
 - Hold down the **Shift** key on your keyboard, then use the **up** and **down** arrows on your keyboard to select all the required **unassigned** work orders.
5. Click anywhere on the selected line(s) then drag the work order(s) you want to allocate, from the **Unassigned Work Orders** frame,
6. and drop on the New Project in the **Project Work Orders** frame.



7. The **Add a new project** screen will display.
8. Click in the **Description** text box to type in a description for the project.
9. Confirm the editable project **Identification** and **Schedule** details, for example: Project Type, Start and End Dates.

 For a detailed handling of this topic refer to [Projects - Add Main Project](#)

10. When you have finished adding the relevant details, click on **Save**.



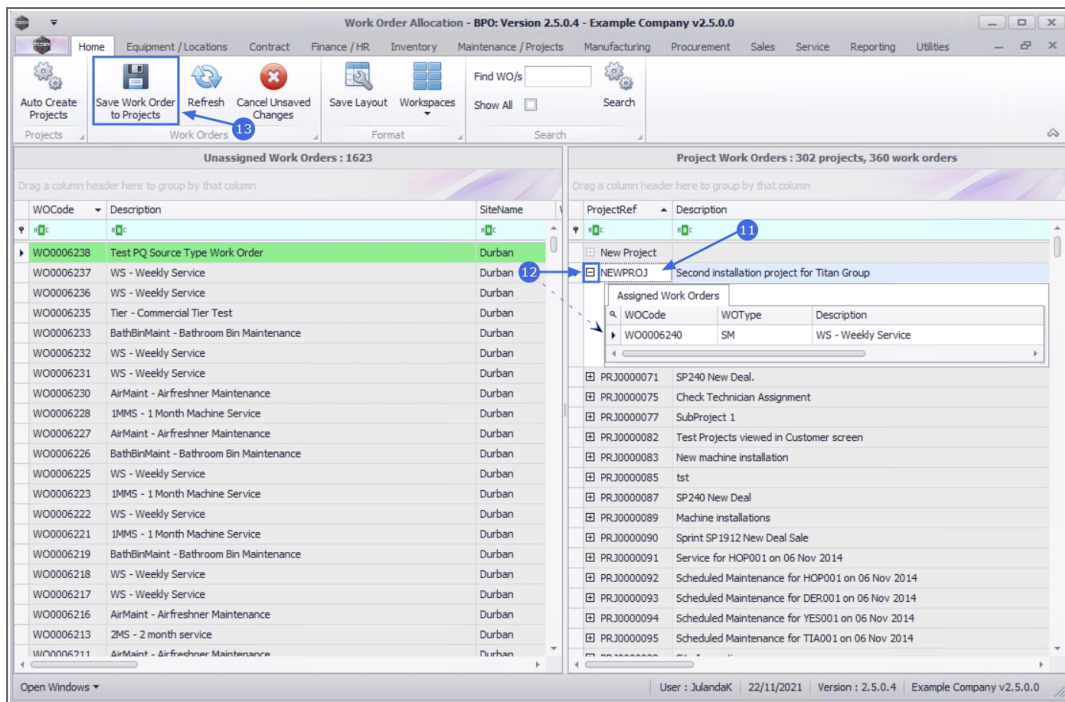
VIEW NEW PROJECT

11. The new project will be displayed in the **Project Work Orders** data grid as **NEWPROJ**.
12. Click on the **Expand** button in the row of the **New Project** to view the linked work order detail.



Remember that if you have assigned the wrong work order(s), click on **Cancel Unsaved Changes** to cancel the assignment.

13. Click on **Save Work Order to Projects**.



ASSIGN PROJECT NUMBER

14. The newly created project will now be assigned a **Project Reference Number**.
 - The example project has been assigned project number **PRJ0000416**.
15. Click on **Close** to exit this screen.

The screenshot displays the 'Work Order Allocation - BPO: Version 2.5.0.4 - Example Company v2.5.0.0' application. The interface is divided into two main panels. The left panel, titled 'Unassigned Work Orders: 1623', contains a table with columns for WOCCode, Description, and SiteName. The right panel, titled 'Project Work Orders: 302 projects, 360 work orders', contains a table with columns for ProjectRef and Description. A blue callout '14' points to the 'ProjectRef' header in the right table, and another blue callout '15' points to the 'Find WO/s' search box at the top right of the application window.

WOCCode	Description	SiteName
W00006238	Test PQ Source Type Work Order	Durban
W00006237	WS - Weekly Service	Durban
W00006236	WS - Weekly Service	Durban
W00006235	Tier - Commercial Tier Test	Durban
W00006233	BathBinMaint - Bathroom Bin Maintenance	Durban
W00006232	WS - Weekly Service	Durban
W00006231	WS - Weekly Service	Durban
W00006230	AirMaint - Airfreshner Maintenance	Durban
W00006228	IMMS - 1 Month Machine Service	Durban
W00006227	AirMaint - Airfreshner Maintenance	Durban
W00006226	BathBinMaint - Bathroom Bin Maintenance	Durban
W00006225	WS - Weekly Service	Durban
W00006223	IMMS - 1 Month Machine Service	Durban
W00006222	WS - Weekly Service	Durban
W00006221	IMMS - 1 Month Machine Service	Durban
W00006219	BathBinMaint - Bathroom Bin Maintenance	Durban
W00006218	WS - Weekly Service	Durban
W00006217	WS - Weekly Service	Durban
W00006216	AirMaint - Airfreshner Maintenance	Durban
W00006213	ZMS - 2 month service	Durban
W00006211	AirMaint - Airfreshner Maintenance	Durban

ProjectRef	Description
PRJ0000416	Second installation project for Titan Group
PRJ0000415	SP240 New Deal
PRJ0000414	Sprint SP1912 New Deal Sale
PRJ0000413	PRJ408/RS001
PRJ0000412	Install Machines
PRJ0000411	Site Inspection
PRJ0000410	New machine installation
PRJ0000408	Maintenance Project - SP400
PRJ0000407	OSU1001
PRJ0000406	B60004
PRJ0000405	8601010202
PRJ0000404	TT041 - Bi-annually, Mono 1000 - Generate Project
PRJ0000403	TT002 - Weekly - Call per WO
PRJ0000402	test
PRJ0000401	Implementation BPO2
PRJ0000400	Testing BPO2
PRJ0000399	Development BPO2
PRJ0000398	Design BPO2
PRJ0000397	Specification BPO2
PRJ0000396	Test BPO2

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