

# **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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	WO0006238	Test PQ Source Type Work Order	Durban	0		PRJ0000416	Second	nstallation proj	ect for Ti	tan Group			
	WO0006237	WS - Weekly Service	Durban			PRJ0000415	SP240 N	ew Deal					
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	WO0006233	BathBinMaint - Bathroom Bin Maintenance	Durban			▶ WO0006	140	INST		240-1 - Machine	Installation		1
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	WO0006231	WS - Weekly Service	Durban			WO0006	142	INST	SE	240-3 - Docume	ntation		
	WO0006230	AirMaint - Airfreshner Maintenance	Durban			1							F
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	WO0006227	AirMaint - Airfreshner Maintenance	Durban		Ŧ	PRJ0000413	PRJ408	BS001					
	WO0006226	BathBinMaint - Bathroom Bin Maintenance	Durban		E.	PRJ0000412	Install M	achines					
	WO0006225	WS - Weekly Service	Durban		+	PRJ0000411	Site Inst	ection					
	WO0006223	1MMS - 1 Month Machine Service	Durban			PRJ0000410	New ma	chine installation	n				
	WO0006222	WS - Weekly Service	Durban		Đ	PRJ0000408	Mainten	ance Project - S	P400				
	WO0006221	1MMS - 1 Month Machine Service	Durban		+	PRJ0000407	OSU100	1					
	WO0006219	BathBinMaint - Bathroom Bin Maintenance	Durban		÷	PRJ0000406	B60004						
	WO0006218	WS - Weekly Service	Durban		÷	PRJ0000405	8601010	202					
	WO0006217	WS - Weekly Service	Durban		÷	PRJ0000404	TT041 -	Bi-annually, Mo	no 1000	- Generate Proje	ect		
	WO0006216	AirMaint - Airfreshner Maintenance	Durban		Ŧ	PRJ0000403	TT002 -	Weekly - Call p	er WO				
	WO0006213	2MS - 2 month service	Durban		+	PRJ0000402	test						
	W00006211	ΔirMaint - Δirfrechner Maintenance	Durhan	*									1

# 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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		Unassigned Work Orders : 1623				Project	Work Orde	rs : 302	projects, 360	work orders			
	WOCode 👻	Description	SiteName	1	ProjectRef	<ul> <li>Descripti</li> </ul>	on					-	
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۲	WO0006238	Test PQ Source Type Work Order	Durban			Second in	nstallation pro	ject for T	itan Group	4	)		
	WO0006237	WS - Weekly Service	Durban		E PRJ0000415	SP240 N	ew Deal	_		1			
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	WO0006235	Tier - Commercial Tier Test	Durban		9 WOCod	e	WOType	C	escription	12			
	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										F
	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		PRJ0000410	New mad	hine installati	on					
	WO0006222	WS - Weekly Service	Durban		PRJ0000408	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							
	W00006211	ΔirMaint - Δirfreshner Maintenance	Durhan										

- 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 Auto Create Projects ave Work Or to Projects Show All Search Forr 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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   Description SP240-2 - Network setup WO0006143 WS - Weekly Service Durban WO0006140 SP240-1 - Machine Installation Durban SP240-3 - Documentation WO0006128 1MMS - 1 Month Machine Service Durban WO0006127 BathBinMaint - Bathroom Bin Maintenance Durban ■ PRJ0000414 Sprint SP 1912 New Deal Sale WO0006126 WS - Weekly Service Durban WO0006125 WS - Weekly Service Durban PRJ0000412 Install Machines WO0006124 AirMaint - Airfreshner Maintenance Durban PRJ0000411 Site Inspection WO0006123 1MMS - 1 Month Machine Service Durban PRJ0000410 New machine installatio WO0006122 1MMS - 1 Month Machine Service Durban PRJ0000408 Maintenance Project - SP400 WO0006120 AirMaint - Airfreshner Maintenance Durban PRJ0000407 OSU1001 WO0006119 BathBinMaint - Bathroom Bin Maintenance Durban WO0006118 WS - Weekly Service Durban ➡ PRJ0000405 8601010202 WO0006117 WS - Weekly Service Durban PRJ0000404 TT041 - Bi-annually, Mono 1000 - Generate Project WO0006113 BathBinMaint - Bathroom Bin Maintenance Durban PRJ0000403 TT002 - Weekly - Call per WO WO0006112 WS - Weekly Service Durban PRJ0000402 test WO0006111 WS - Weekly Service Durban WO0006110 AirMaint - Airfreshner Maintenance Durhan x √ [fldSiteID] In (1', '0') Edit Filte User : JulandaK 22/11/2021 Version : 2.5.0.4 Example Company v2.5.0.0 Open Windows -



## **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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		Unassigned Work Orders : 1	1623				Project	Work Orders	: 302 p	rojects, 360 work order	s	
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	WO0006238	Test PQ Source Type Work Order		Durban	Ŧ	PRJ0000416	Second in	stallation proje	ect for Tit	tan Group		
	WO0006237	WS - Weekly Service		Durban	• =	PRJ0000415	SP240 N	w Deal	-	i i		
	WO0006236	WS - Weekly Service		Durban		Assigned V	Nork Order			1		
	WO0006235	Tier - Commercial Tier Test		Durban		۹ WOCode	2	WOType	De	escription		
	WO0006233	BathBinMaint - Bathroom Bin Maintenance		Durban		WO0006	140	INST 🔍	SP	240-1 - Machine Installation	n	
	WO0006232	WS - Weekly Service		Durban		WO0006	141	п	、 SP	240-2 - Network setup		
	WO0006231	WS - Weekly Service		Durban		WO0006	142	INST	SP	240-3 - Documentation		
	WO0006230	AirMaint - Airfreshner Maintenance		Durban		•			- ``			÷
	WO0006228	1MMS - 1 Month Machine Service		Durban	ŧ	PRJ0000414	Sprint SP	1912 New Deal	Sale			
	WO0006227	AirMaint - Airfreshner Maintenance		Durban	Ð	PRJ0000413	PRJ408/	S001		24		
	WO0006226	BathBinMaint - Bathroom Bin Maintenance		Durban		PRJ0000412	Install Ma	chines				
	WO0006225	WS - Weekly Service		Durban		PRJ0000411	Site Insp	ection		<b>—</b>		
	WO0006223	1MMS - 1 Month Machine Service		Durban		PRJ0000410	New mad	hine installation	ı	Ý		
	WO0006222	WS - Weekly Service		Durban	ŧ	PRJ0000408	Maintena	nce Project - S	P400 .	r×.		
	WO0006221	1MMS - 1 Month Machine Service		Durban	+	PRJ0000407	OSU100	<		<u></u>		
	WO0006219	BathBinMaint - Bathroom Bin Maintenance		Durban	ŧ	PRJ0000406	B60004					
	WO0006218	WS - Weekly Service		Durban	ŧ	PRJ0000405	8601010	202				
	WO0006217	WS - Weekly Service		Durban	Ŧ	PRJ0000404	TT041 - I	Bi-annually, Mor	no 1000 ·	- Generate Project		
	WO0006216	AirMaint - Airfreshner Maintenance		Durban	ŧ	PRJ0000403	TT002 -	Veekly - Call pe	er WO			
	WO0006213	2MS - 2 month service		Durban		PRJ0000402	test					
4	W00006211	ΔirMaint - Δirfreshner Maintenance		Durhan	40							•

- 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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•	WO0006238	Test PQ Source Type Work Order			Durban		± 1	PR30000416	Second i	nstallation proj	ect for Tita	n Group			
	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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