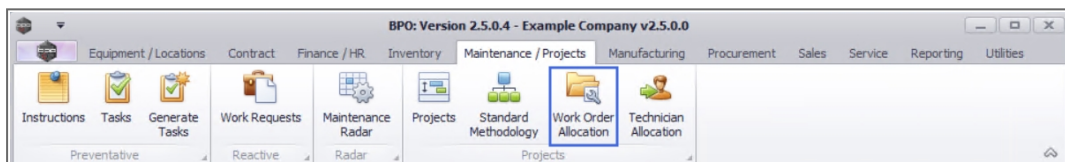


PROJECTS

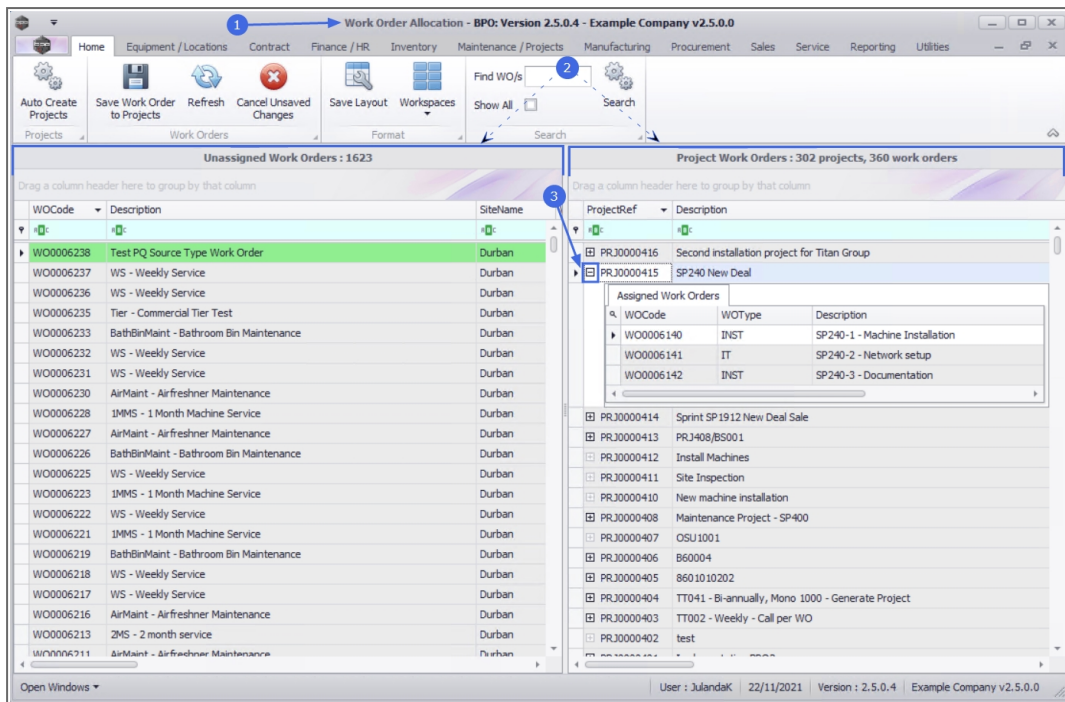
WORK ORDER ALLOCATION - UNLINK / REASSIGN WORK ORDERS

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

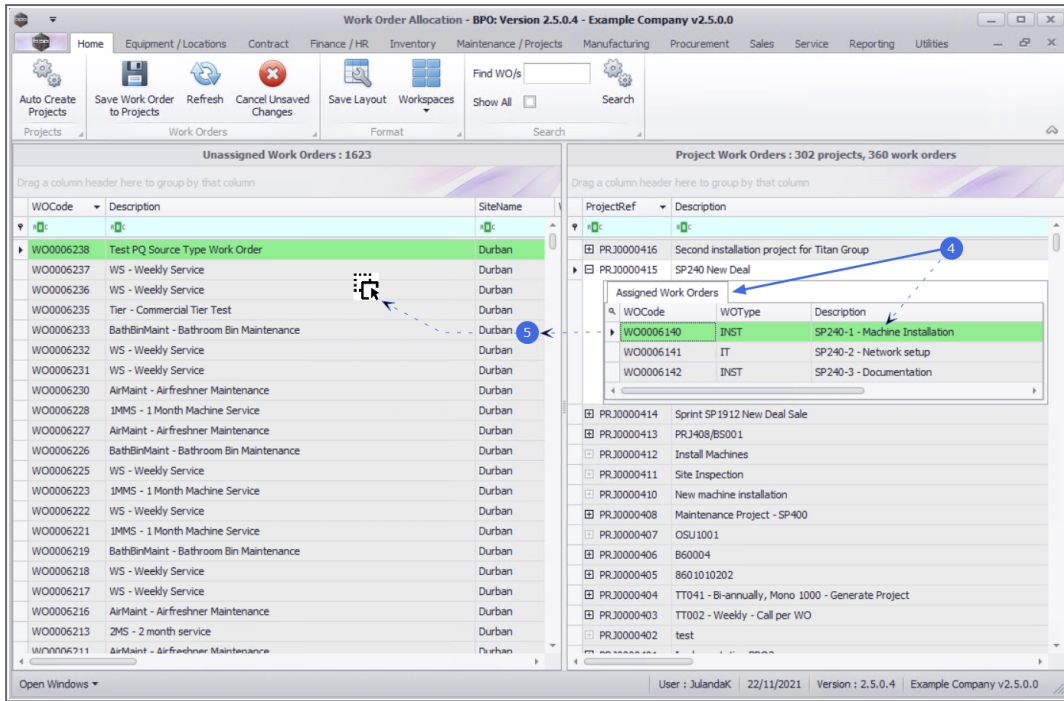


1. The **Work Order Allocation** listing screen will be displayed.
2. This screen is divided into **2** frames:
 - **Unassigned Work Orders:** This frame lists all the unassigned work orders.
 - **Project Work Orders:** This frame lists the projects with linked work orders.
3. In the **Project Work Orders**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

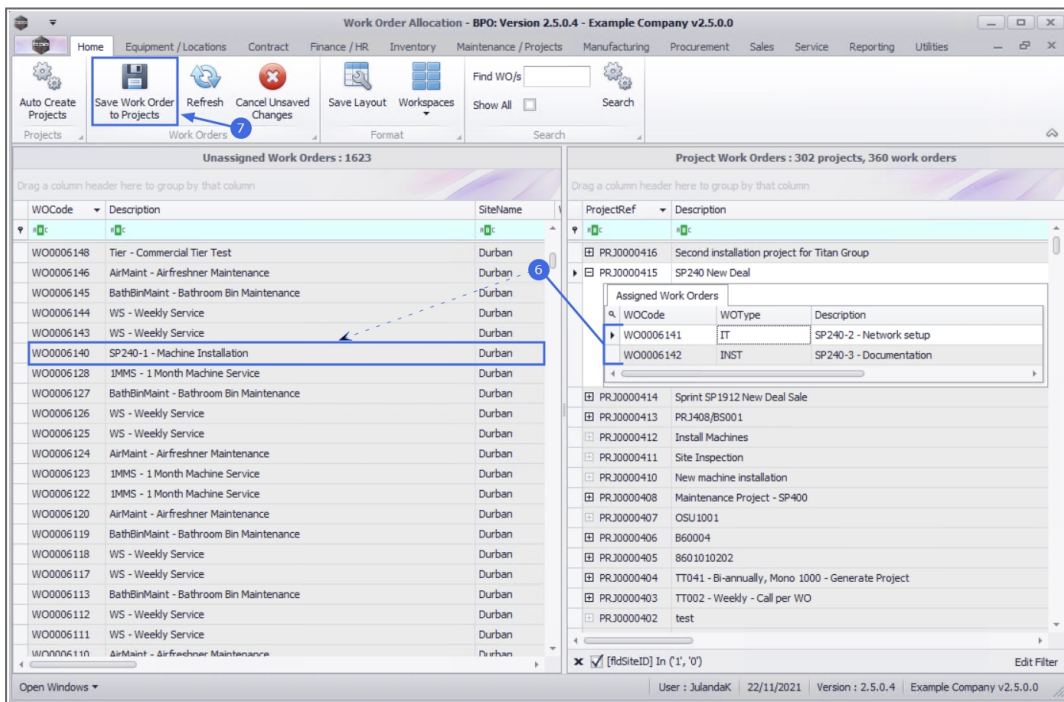


UNASSIGN WORK ORDER(S)

4. From the **Assigned Work Orders** sub grid select the work order(s) you wish to unlink from the project.
5. 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.

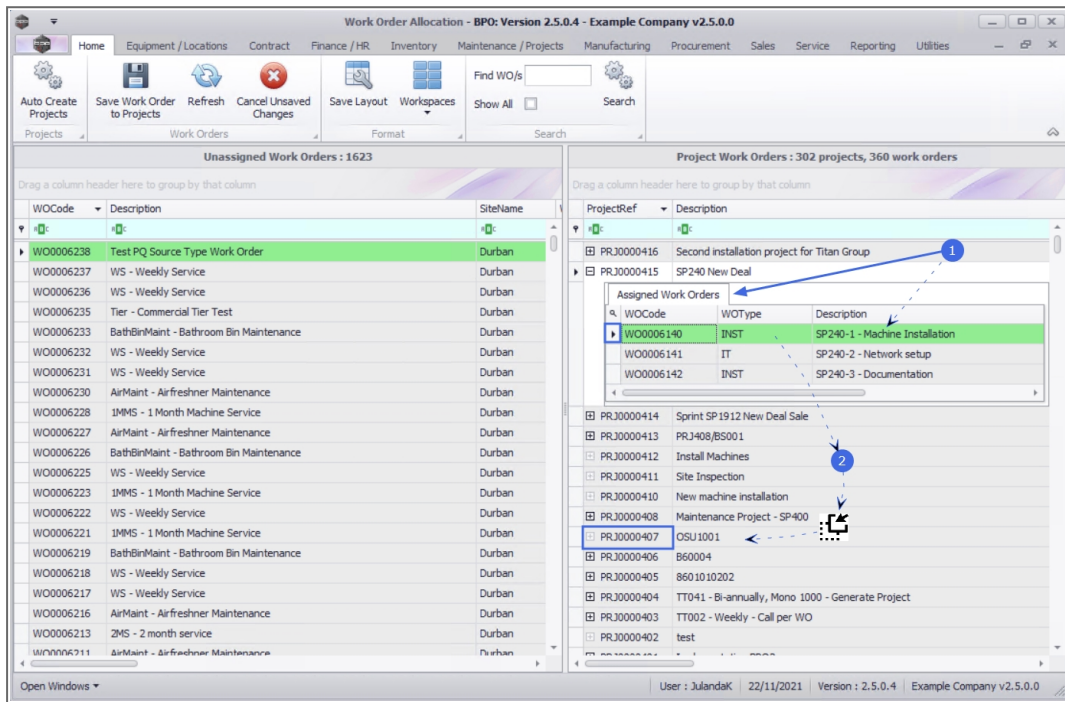


6. The work order(s) will be removed from the **Assigned Work Orders** frame and can now be found in the **Unassigned Work Orders** frame.
7. Click on **Save Work Order to Projects**.



REASSIGN WORK ORDER(S)

1. From the **Assigned Work Orders** sub grid select the work order(s) you wish to reassign from the project.
2. 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.



3. 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**.

The screenshot displays the 'Work Order Allocation' software interface. The title bar reads 'Work Order Allocation - BPO: Version 2.5.0.4 - Example Company v2.5.0.0'. The interface is divided into two main panes: 'Unassigned Work Orders : 1623' on the left and 'Project Work Orders : 288 projects, 360 work orders' on the right. The left pane contains a list of work orders with columns for WCode, Description, and SiteName. The right pane shows a hierarchical view of projects with sub-panels for 'Assigned Work Orders'. Two blue circles with numbers '3' and '4' are overlaid on the interface. Circle '3' points to a work order 'W00006141' in the 'Assigned Work Orders' list of project 'PRJ0000415'. Circle '4' points to a work order 'W00006140' in the 'Assigned Work Orders' list of project 'PRJ0000407'. The top navigation bar includes tabs for Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A toolbar contains buttons for 'Auto Create Projects', 'Save Work Order to Projects', 'Refresh', 'Cancel Unsaved Changes', 'Save Layout', and 'Workspaces'. A search bar is located at the top right.

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