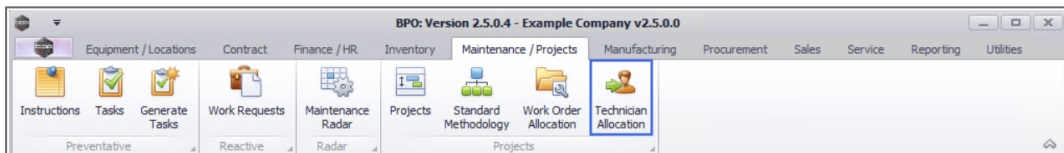


PROJECTS

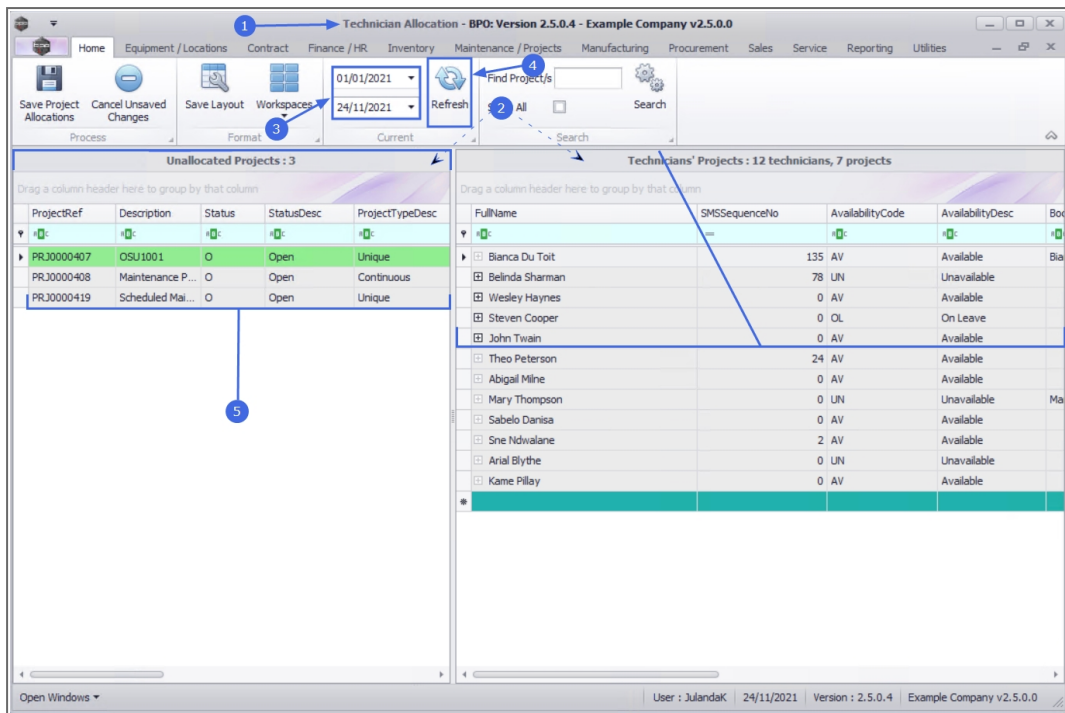
TECHNICIAN ALLOCATION – TECHNICIAN PROJECTS

The Technicians' Project section lists all the technicians. Technicians are **employees** who are configured as **technicians** within the system

Ribbon Access: Maintenance / Projects > Technician Allocation

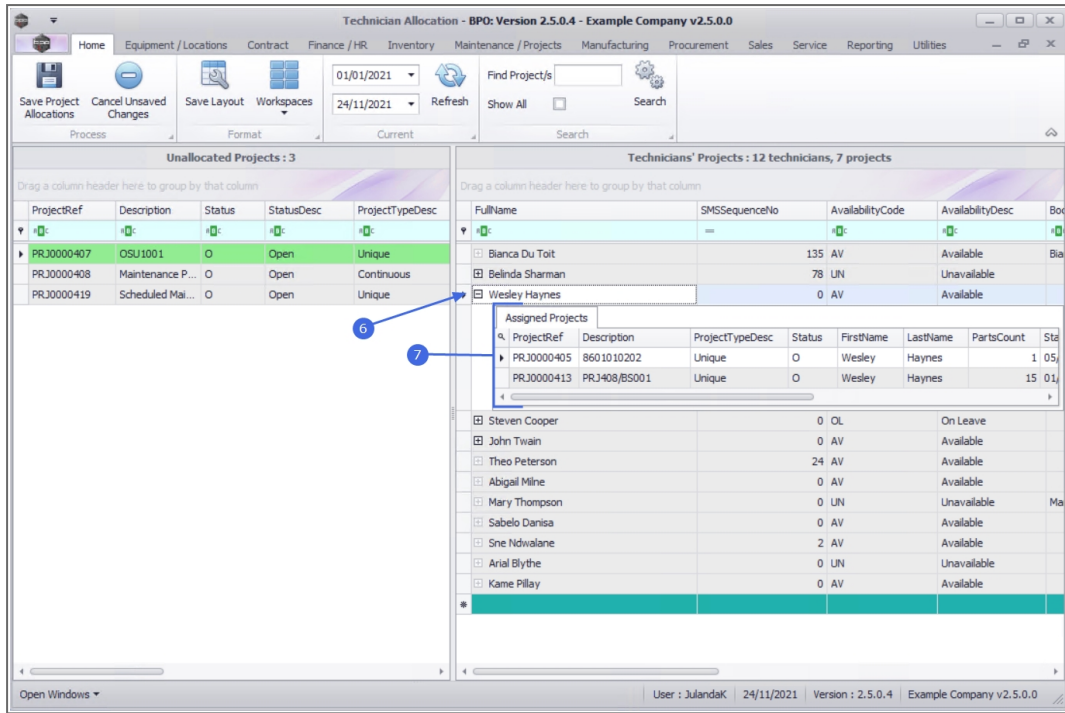


1. The **Technician Allocation** screen will be displayed.
2. The screen is divided into **two** panels;
 - The **left** panel is the **Unallocated Projects**. A list of all the unassigned work orders is displayed in this panel.
 - The **right** panel is the **Technicians' Projects**. This panel will list the and their Availability Status . Refer to [Technicians - Set Up](#) to set up the Technicians for projects.
3. Set the **Date Range** for the projects you wish to view.
 - Type in or click on the down **arrow** to set the date range using the calendar function.
4. Click on **Refresh**.
5. The projects that fall within the selected date range will be displayed in the **Unallocated Projects** frame.



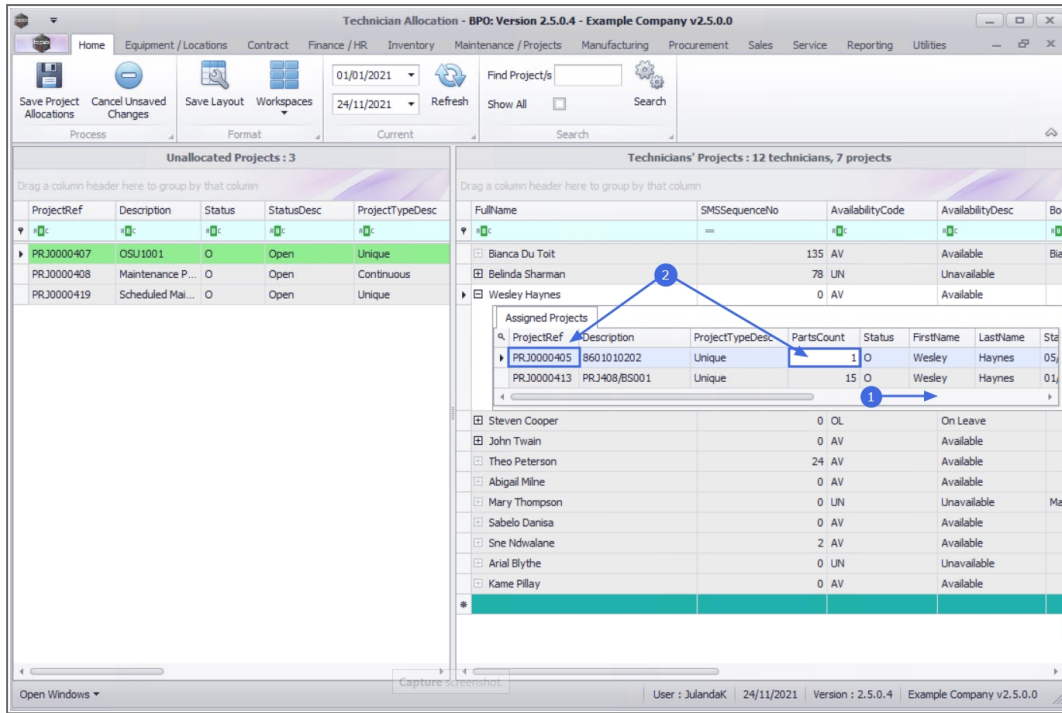
VIEW PROJECT(S) ASSIGNED

6. Click on the **expand** button of the Technician you wish to view.
7. The **Assigned Projects** sub grid will be displayed, listing the Project Reference Numbers linked to the Technician..




VIEW TOTAL QUANTITY OF PARTS REQUESTED PER PROJECT

1. Use the **scroll bar** at the bottom of the Assigned Projects sub grid to scroll until you can view the **Parts Count** column.
2. Here you can view the quantity of individual parts/items requested for all the underlying work orders linked to a project.




REASSIGN A PROJECT TO ANOTHER TECHNICIAN



UNDER CONSTRUCTION

We are currently updating our site; thank you for your patience, please check back soon.



- Select the technician you want the project to be reassigned from.
- Click on the **Expand** icon.

Image to be inserted

- The **Assigned Projects** screen will be displayed.
- Select the project(s) you want to reassign in the **Assigned Projects** sub grid.
 1. Click anywhere on the selected line(s), **drag** the project(s) and
 2. **drop** to the technician you want the project(s) reassigned to.

Image to be inserted

- The **Assigned Projects** sub grid will close.

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