

We are currently updating our site; thank you for your patience.

PROJECTS

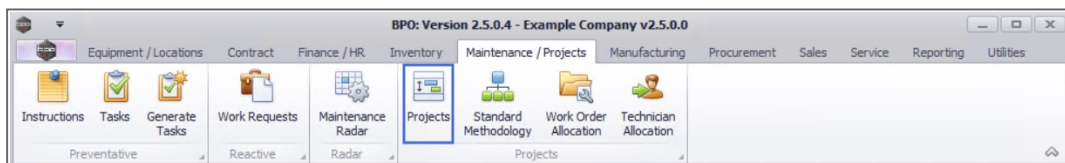
WORK ORDERS – LINK DELIVERY ADDRESS

Use this method if you are linking one (or a few) work orders to a project.

When linking multiple work orders, it will be easier to use the [Projects - Work Orders](#) functionality.

For the purpose of this manual, the Customer Contact has been linked after the Work Order was created, but can be linked when the Work Order is created.

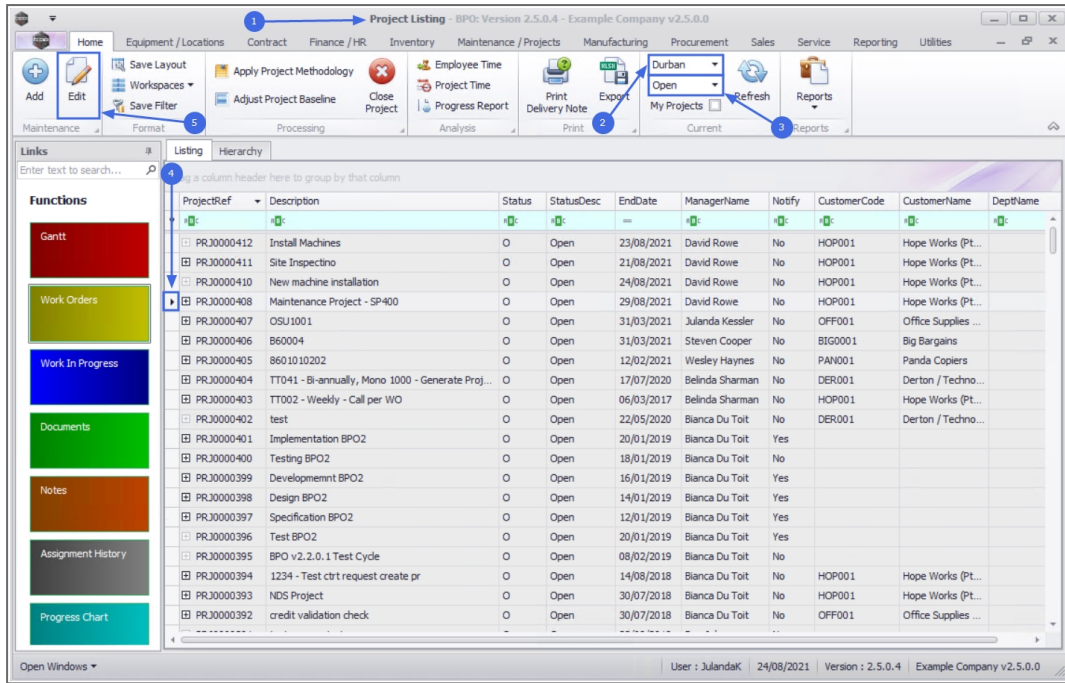
Ribbon Access: Maintenance / Projects > Projects



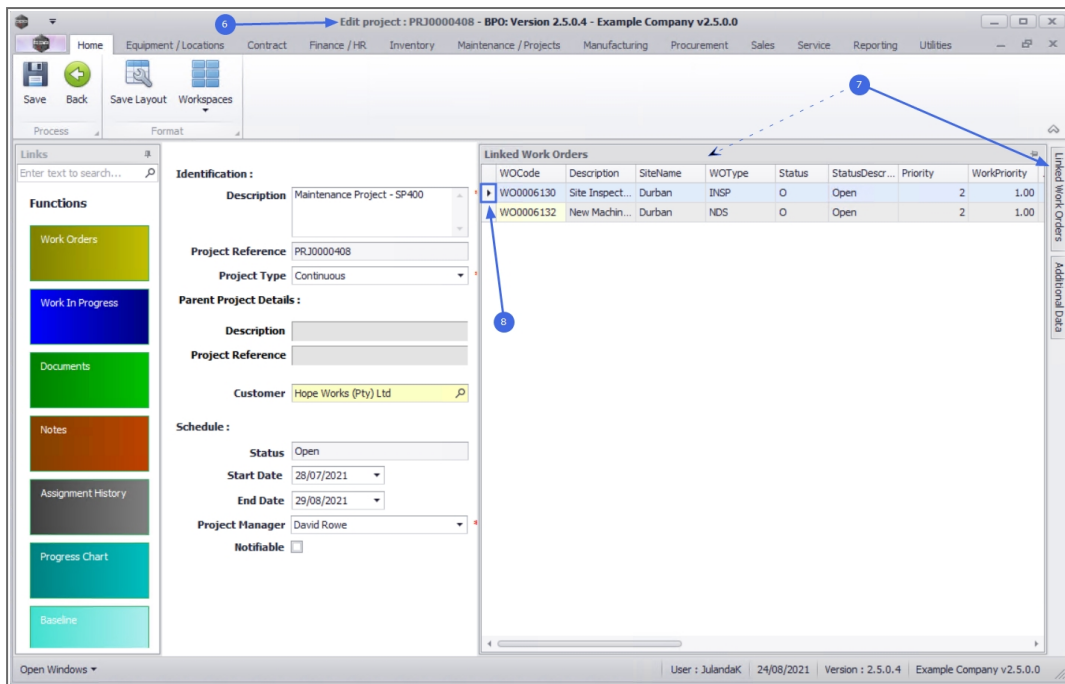
1. The **Projects Listing** screen will be displayed.
2. Select the **Site** where the project can be located.
 - The example has **Durban** selected.
3. Ensure that the **Status** has been set to **Open**.
4. Click on the **row** of the project you wish to link a customer contact to.
5. Click on **Edit**.



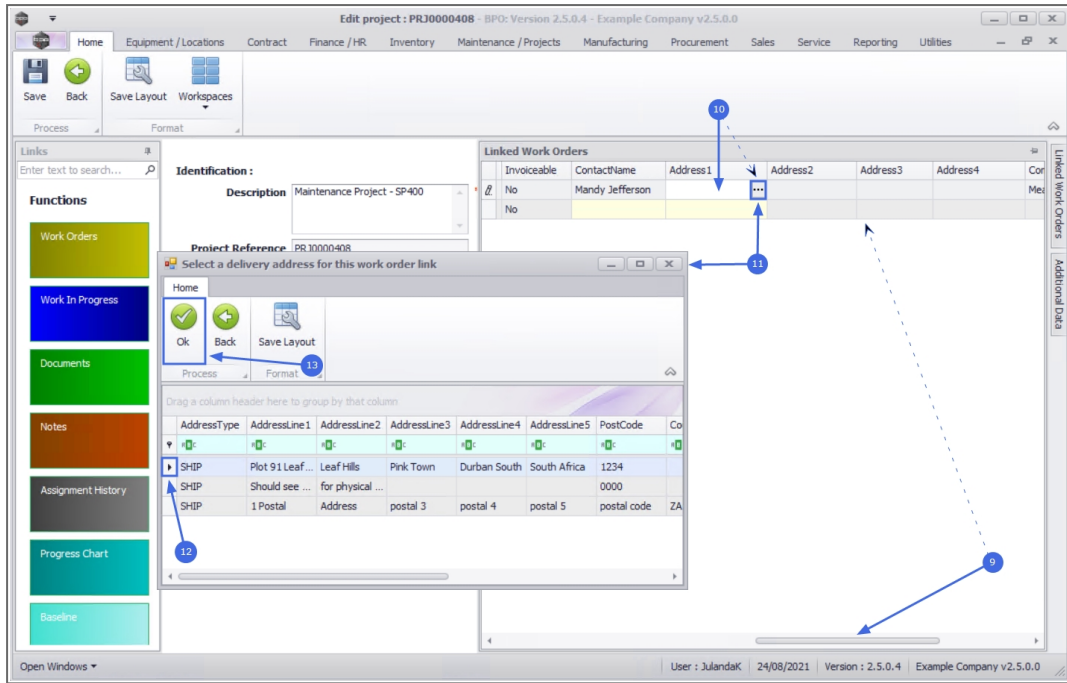
Short cut key: Right click to display the **All groups** menu list. Click on **Edit**.



6. The **Edit project** : [project ref number] screen will be displayed.
7. Click on the **Linked Work Orders** tab to display the Linked Work Orders panel.
8. Click in the **row** of the work order you wish to link a delivery address to.

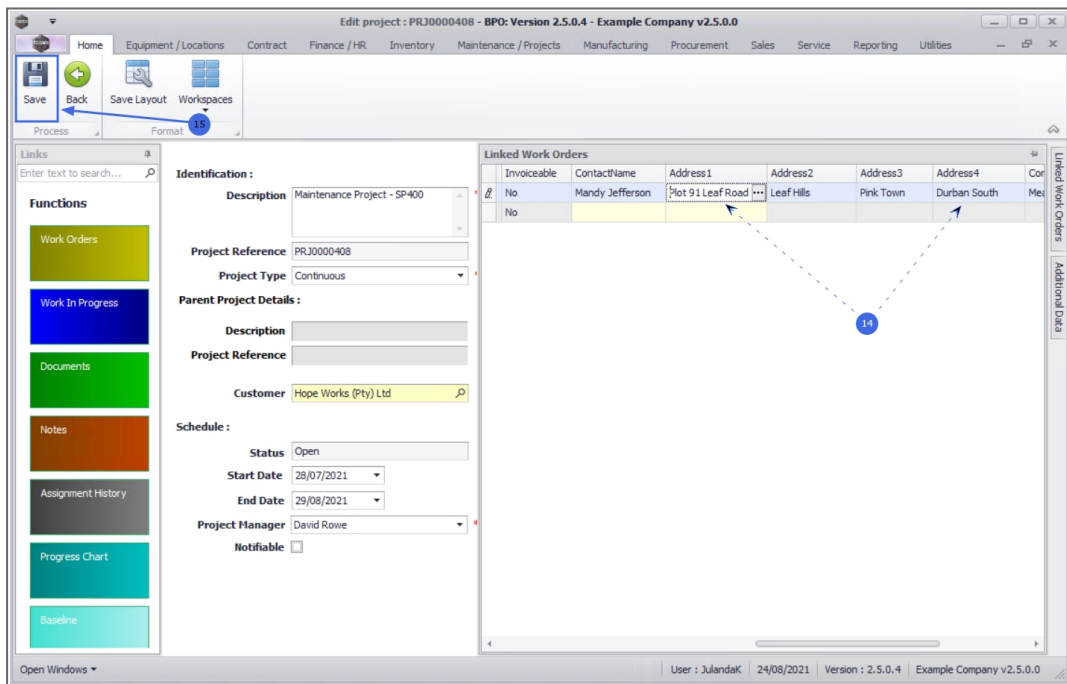


9. Use the **scroll bar** at the bottom of the Linked Work Orders panel to scroll until you can see the **Address 1 - 4** fields.
10. Click in the **Address 1** field of the selected work order row to display an **ellipsis** button.
11. Click on this button to display the **Select a delivery address for this work order link** screen.
12. Click on the **row** of the **delivery address** you wish to **link** to this work order.
13. Click on **OK**.

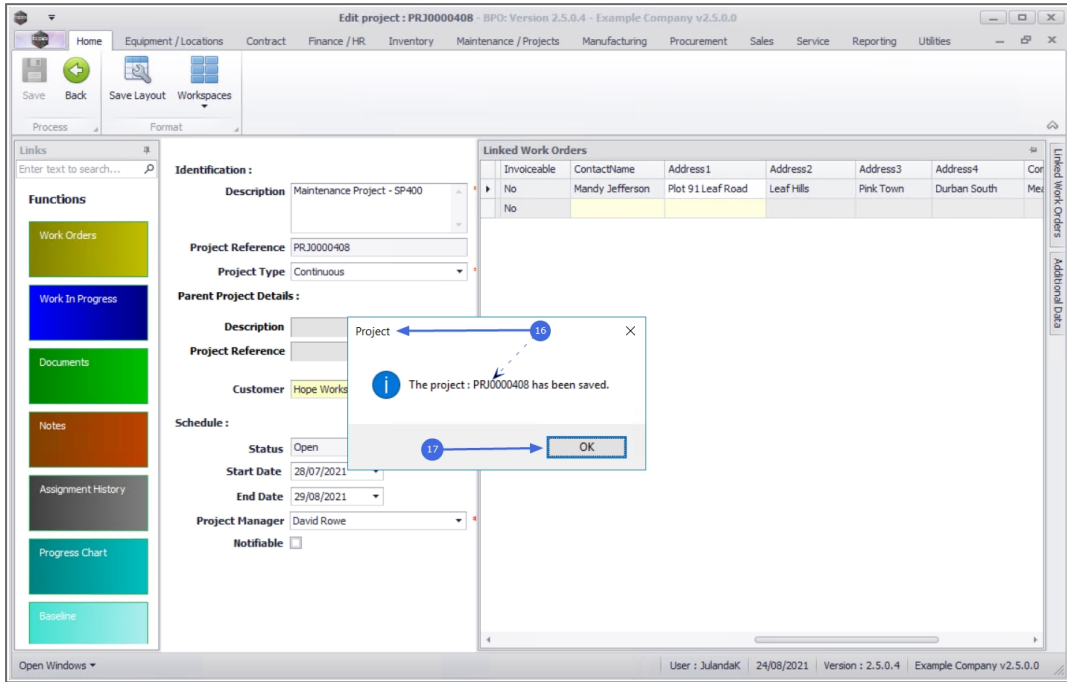


14. You can now view the **selected delivery address** in the **Address 1 - 4** fields.

15. Click on **Save**.



16. When you received the **Project** message to confirm;
 - **The project: [project ref number] has been saved.**
17. Click on **OK**.



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