

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

## PROJECTS

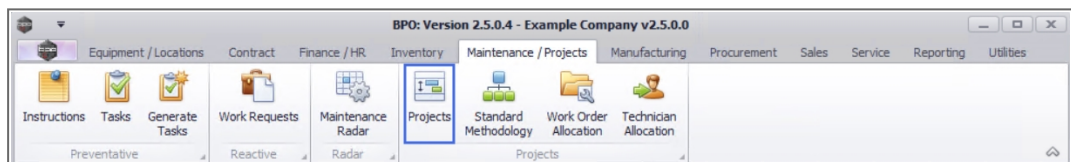
### WORK ORDER ALLOCATION – LINK TO CURRENT PROJECT

1. The 'work order allocation to a current project(s)' process involves allocating **unassigned** work orders to **specific** current projects.

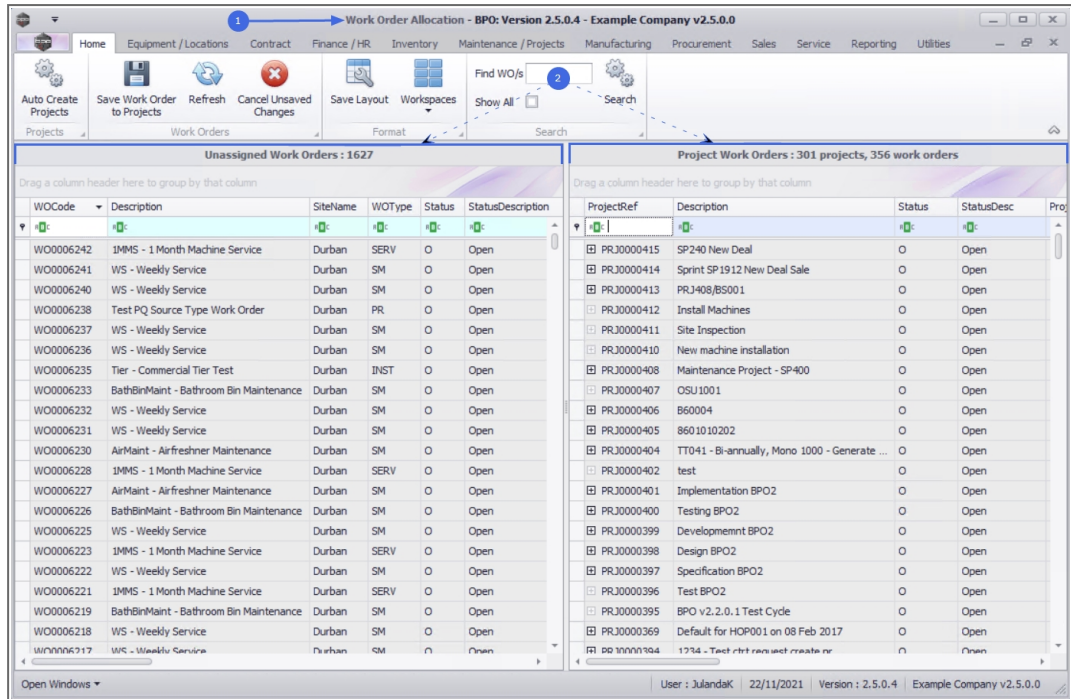
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**Ribbon Access:** Maintenance / Projects > Work Order Allocation

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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.

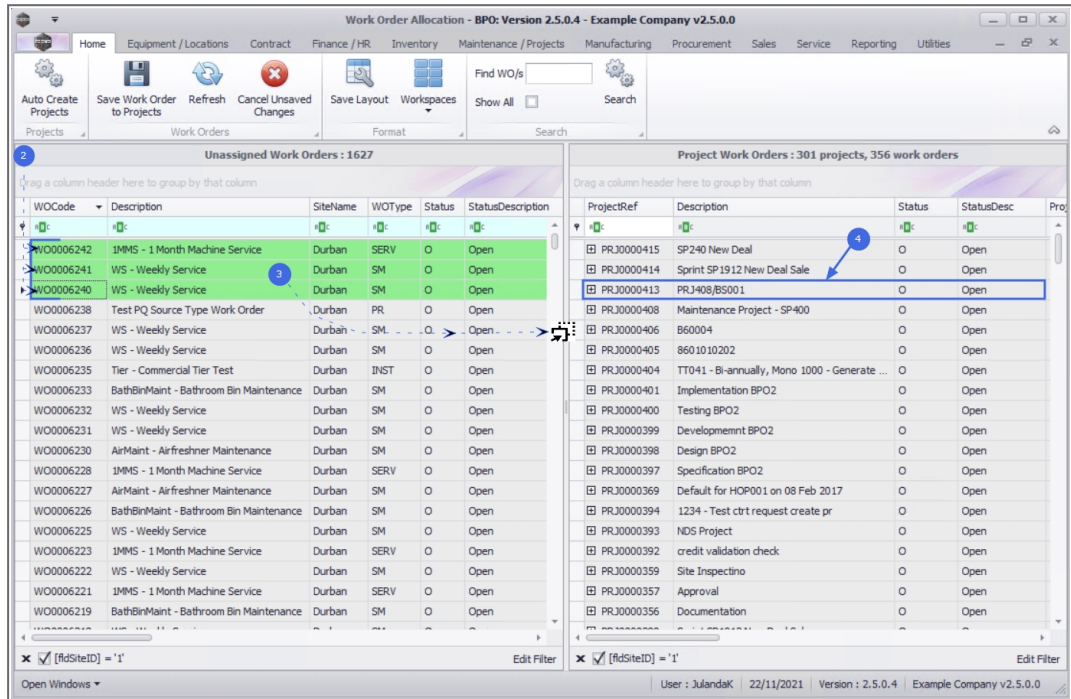


## SELECTING WORK ORDERS

You can select a single or multiple work orders to link to a current project.

1. 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 project, or
2. 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 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.

- Click anywhere on the selected line(s) then drag the work order(s) you want to allocate to a project from the **Unassigned Work Orders** frame,
- and drop on the correct project in the **Project Work Orders** frame.

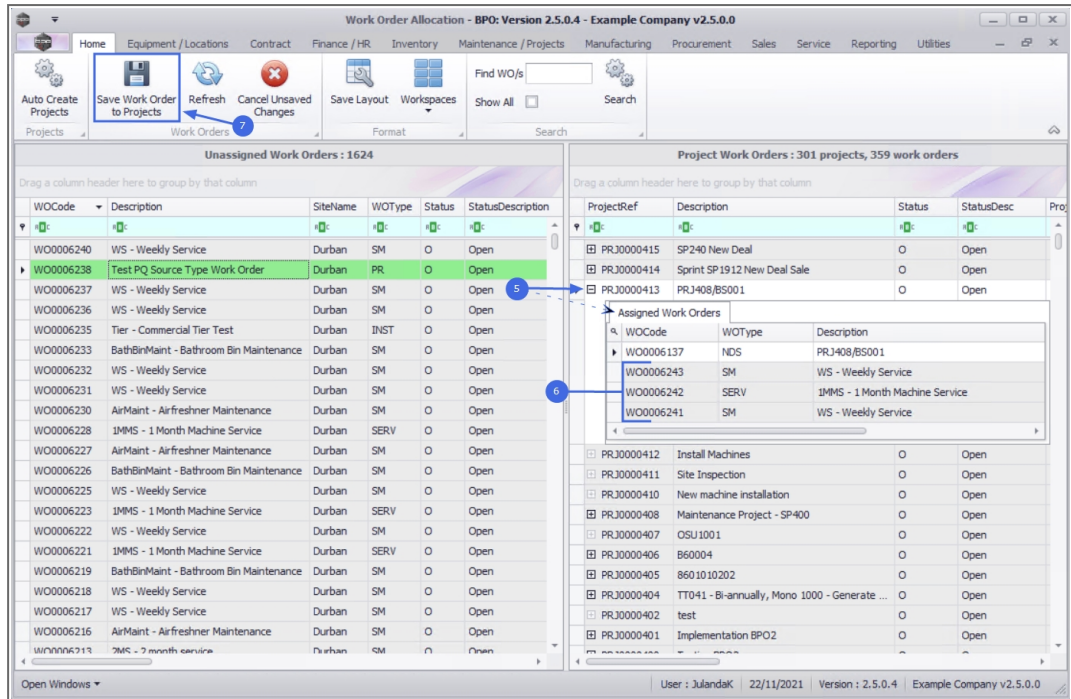


Any of the above selection processes will result in:

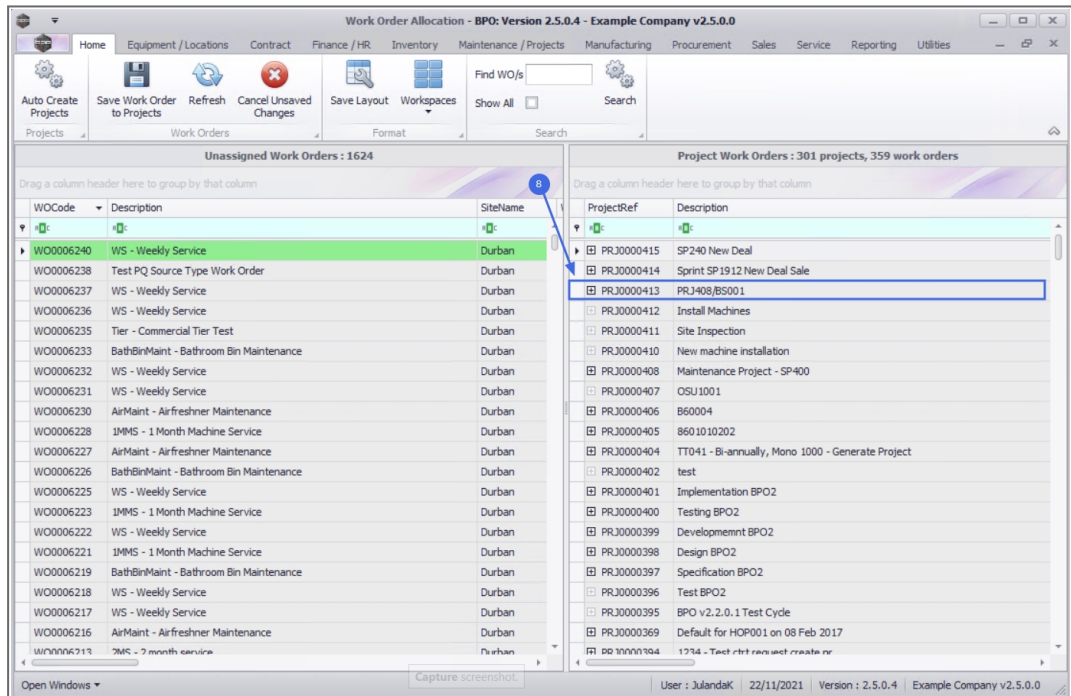
- The **Assigned Work Orders** sub grid being **expanded** for the selected project line.
- where you can now **view** the selected work orders in this frame.

## SAVE WORK ORDER ALLOCATION

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



8. The selected work order allocations will be **linked** to the selected project and the **Assigned Work Orders** sub grid will close.

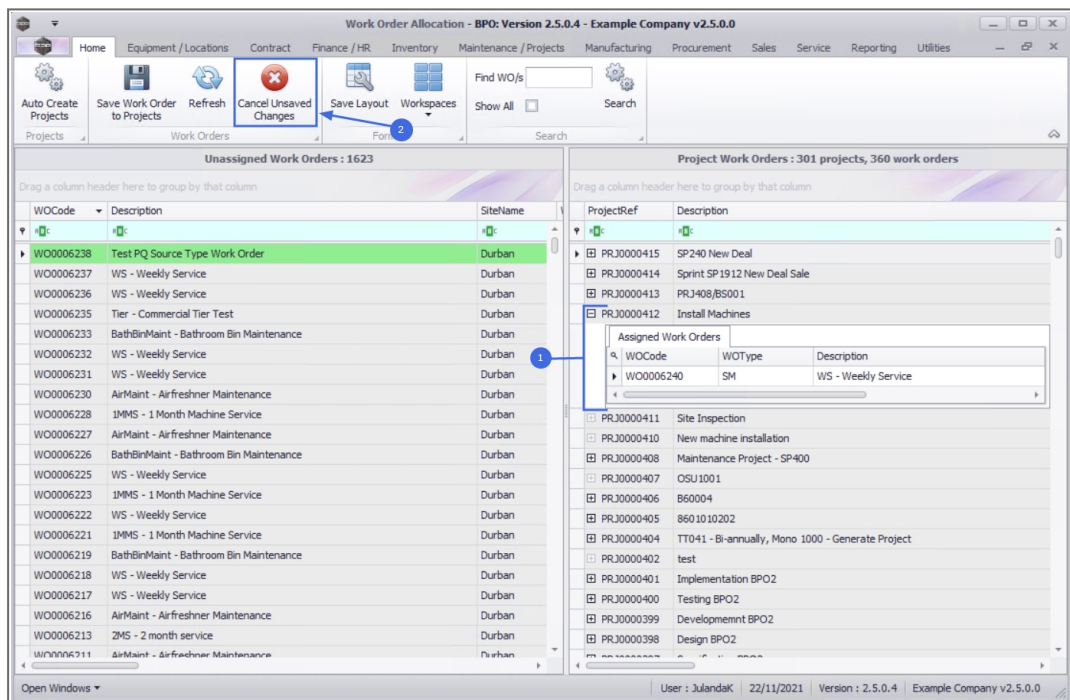


## CANCEL A WORK ORDER ALLOCATION

A Work Order allocation can only be cancelled when it has not yet been saved.

This action will result in:

- i. **All** the unsaved work order allocations being **removed** from the selected project(s) and **returned** to the **Unassigned Work Orders** frame.
  - ii. This will be applied across all projects with unsaved work order allocations.
1. The example, has **WO0006240** allocated to **PRJ0000412** but the change has not yet been saved.
  2. Click on **Cancel Unsaved Changes**.

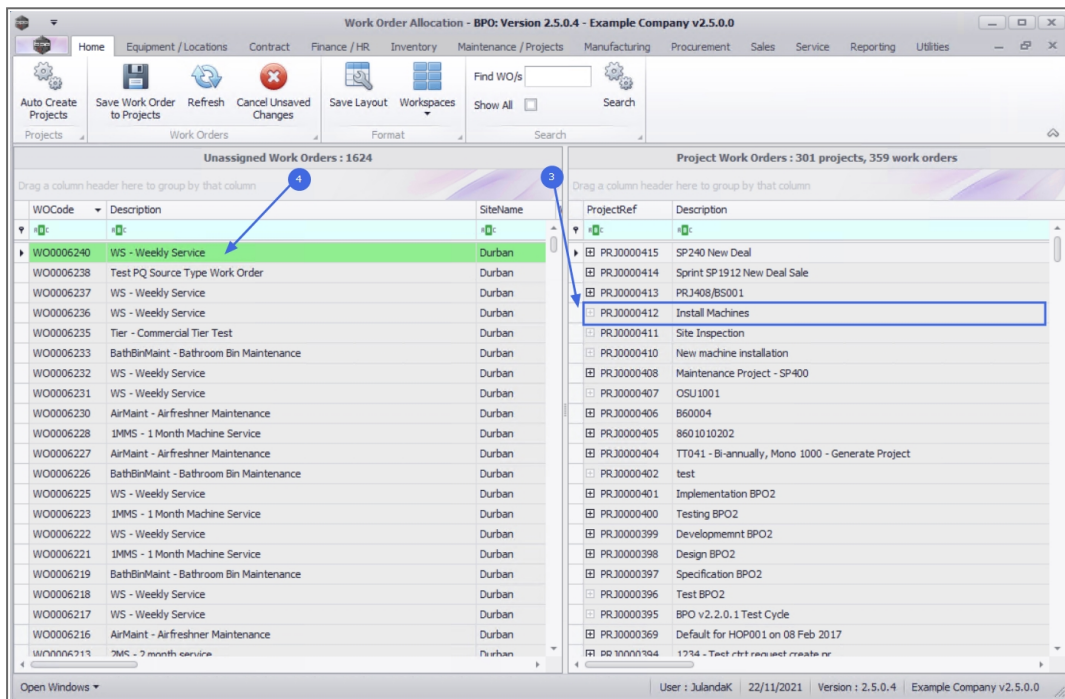


- The recently allocated work order(s) will be **removed** from the project and the **Assigned Work Orders** frame will be **closed**.



Note that the expand button for project PRJ0000412 has been greyed out because there was only 1 work order allocated to this project which was removed when the change was cancelled.

- The work order(s) will be **returned** to the **Unassigned Work Orders** frame.



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