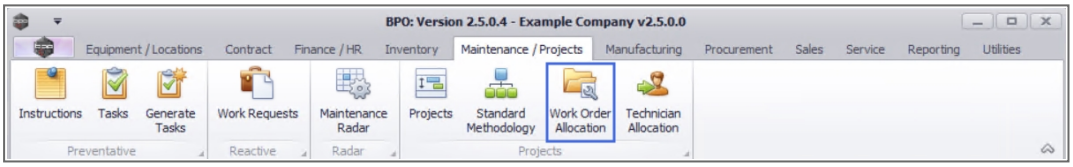
We are currently updating our site; thank you for your patience.

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.

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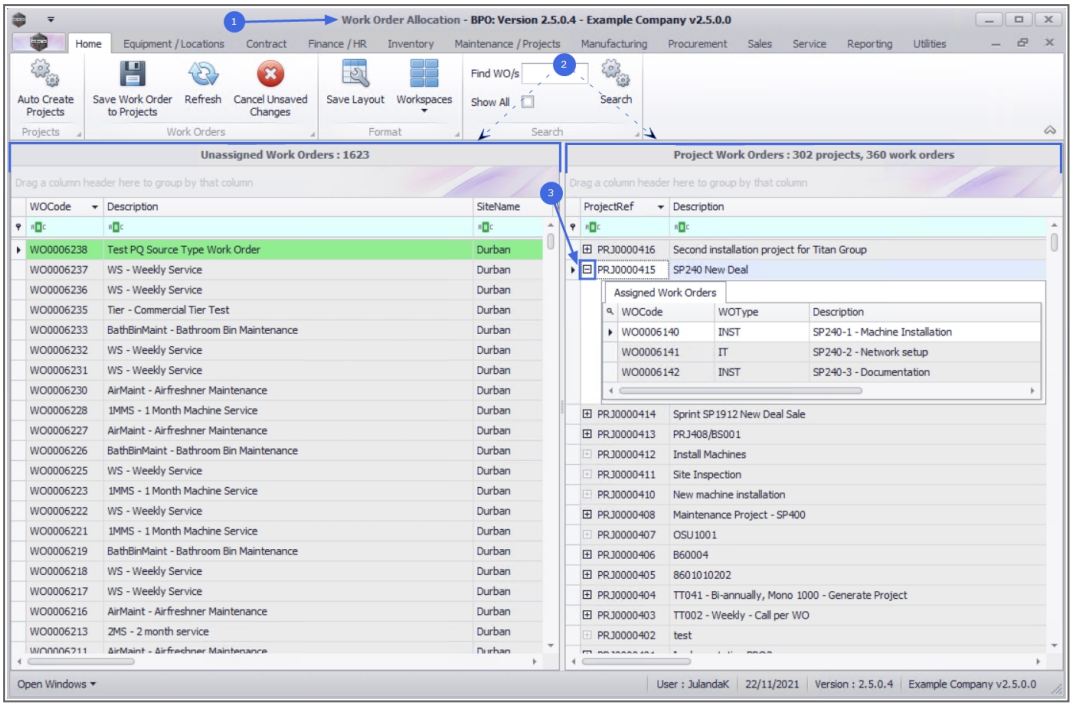

UNASSIGN WORK ORDER(S)

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.

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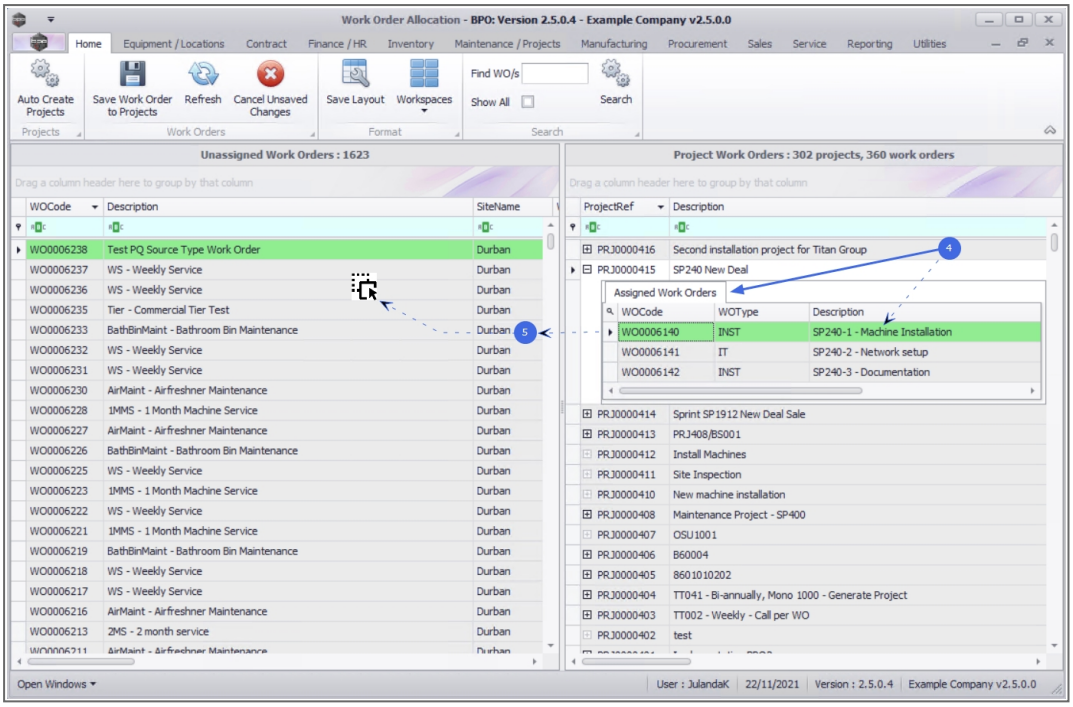
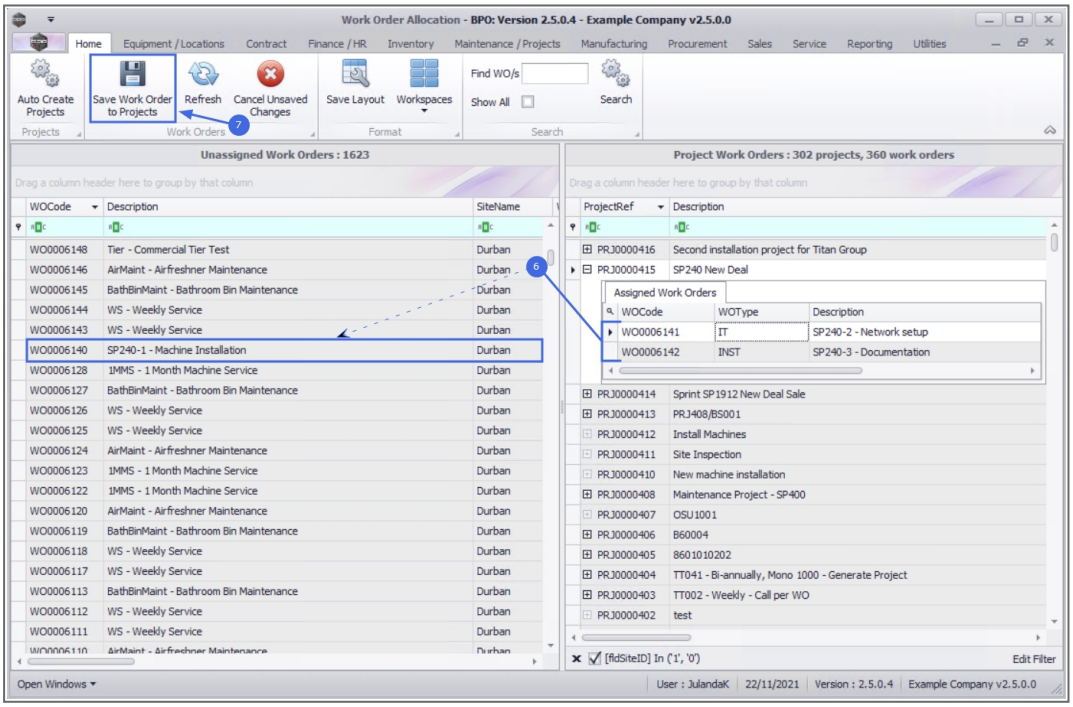


6. The work order(s) will be removed from the **Assigned Work Orders** frame and can now be found in the **Unassigned Work Orders** frame.
7. Click on **Save Work Order to Projects**.



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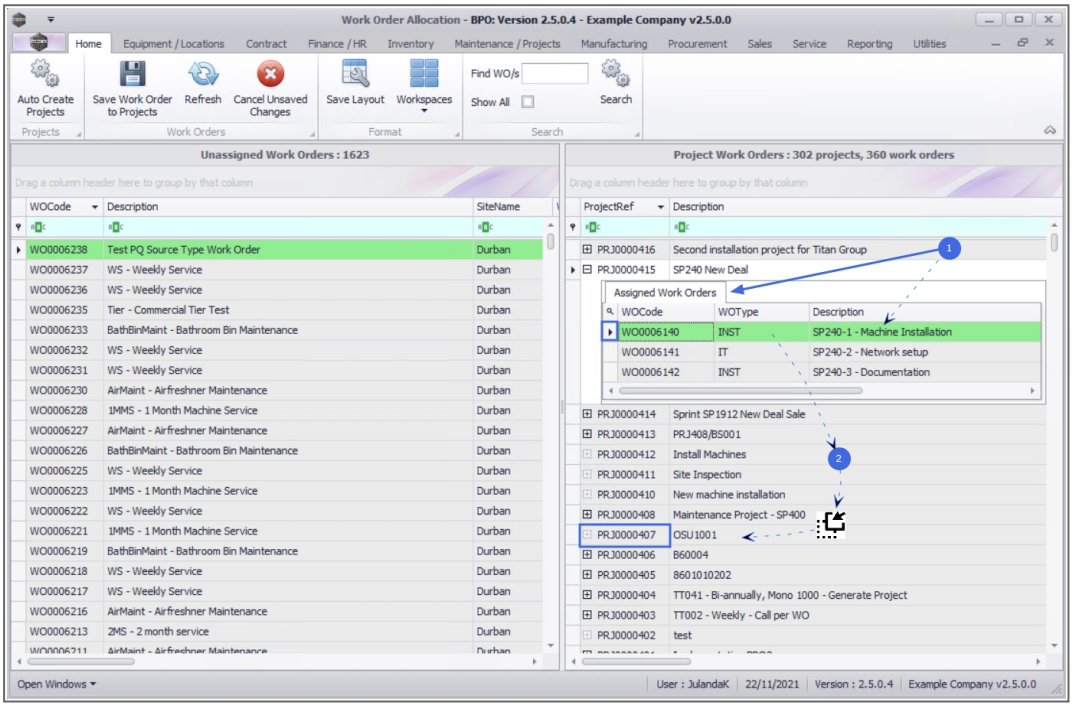
REASSIGN WORK ORDER(S)

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**.

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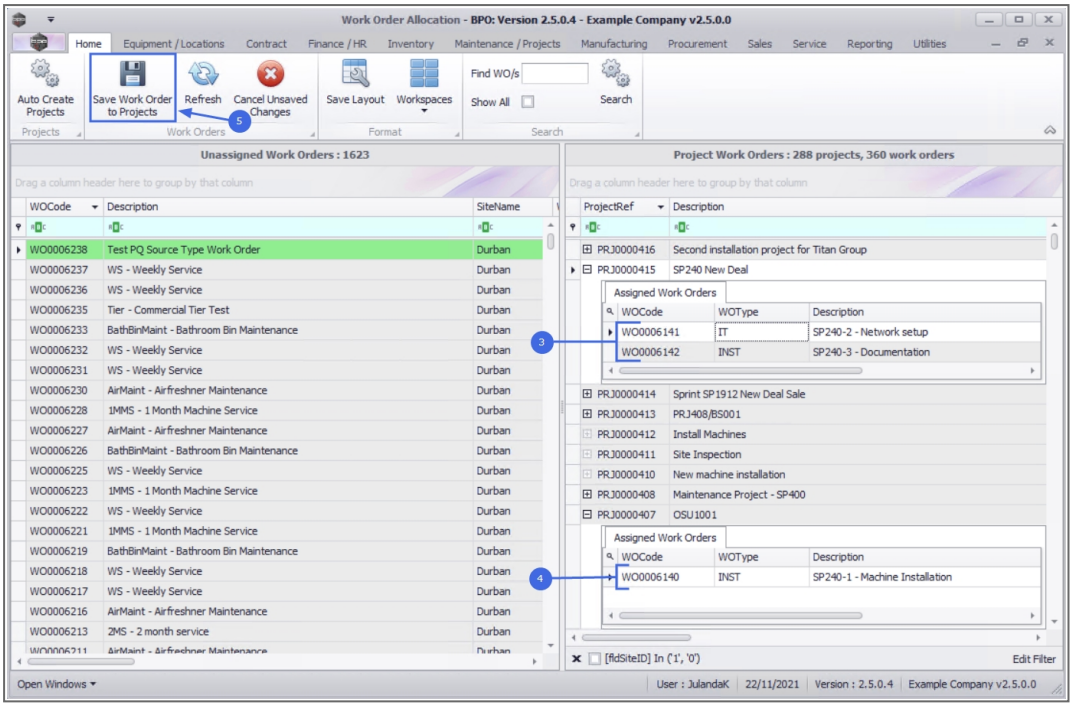

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