

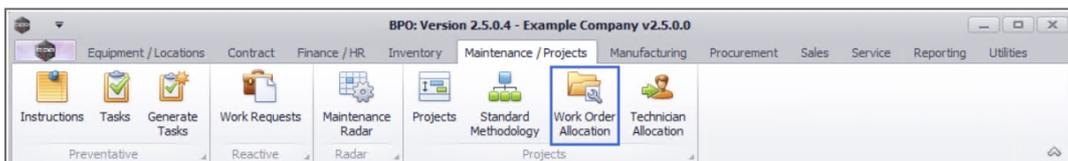
We are currently updating our site; thank you for your patience.

PROJECTS

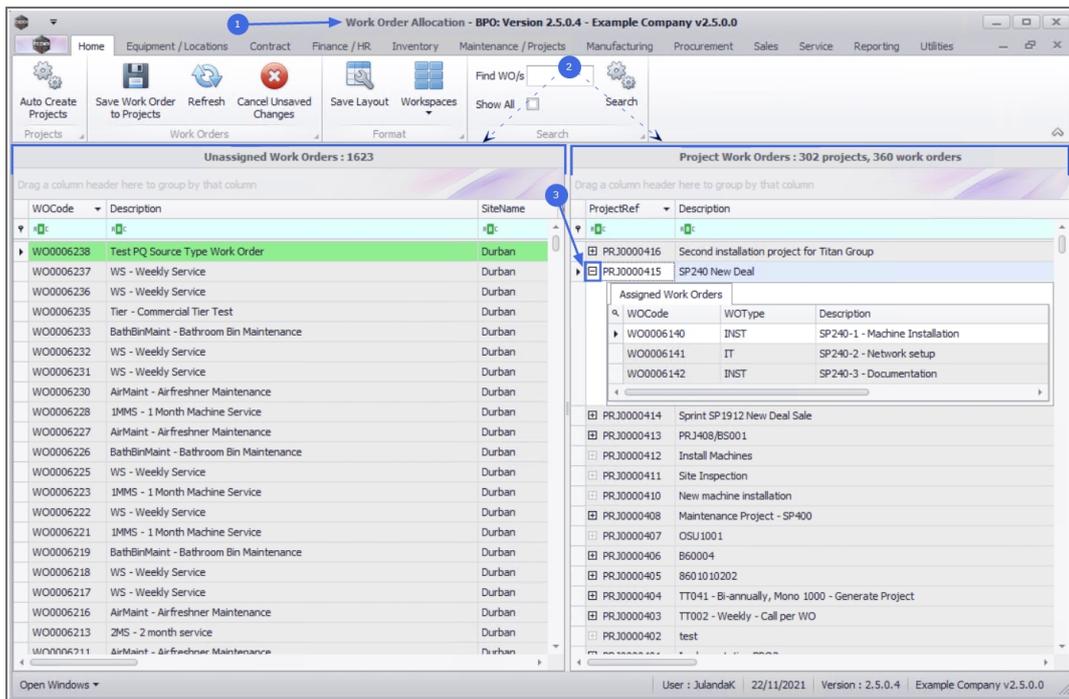
WORK ORDER ALLOCATION - UNLINK / REASSIGN WORK ORDERS

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

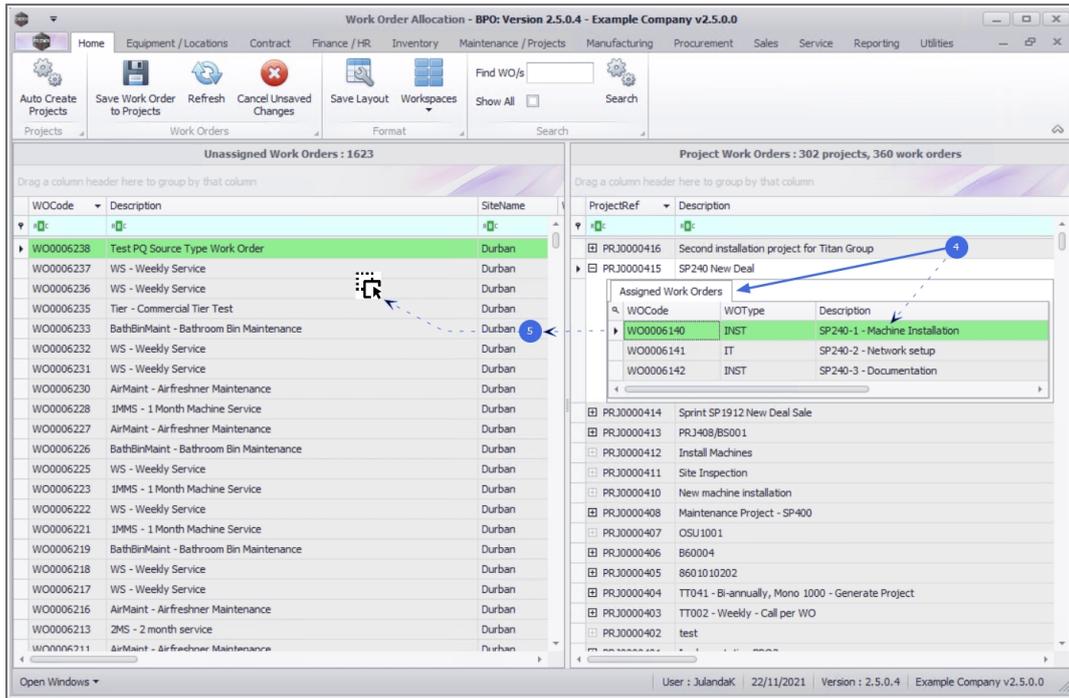


1. The **Work Order Allocation** listing screen will be displayed.
2. This screen is divided into **2** frames:
 - **Unassigned Work Orders:** This frame lists all the unassigned work orders.
 - **Project Work Orders:** This frame lists the projects with linked work orders.
3. In the **Project Work Orders**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

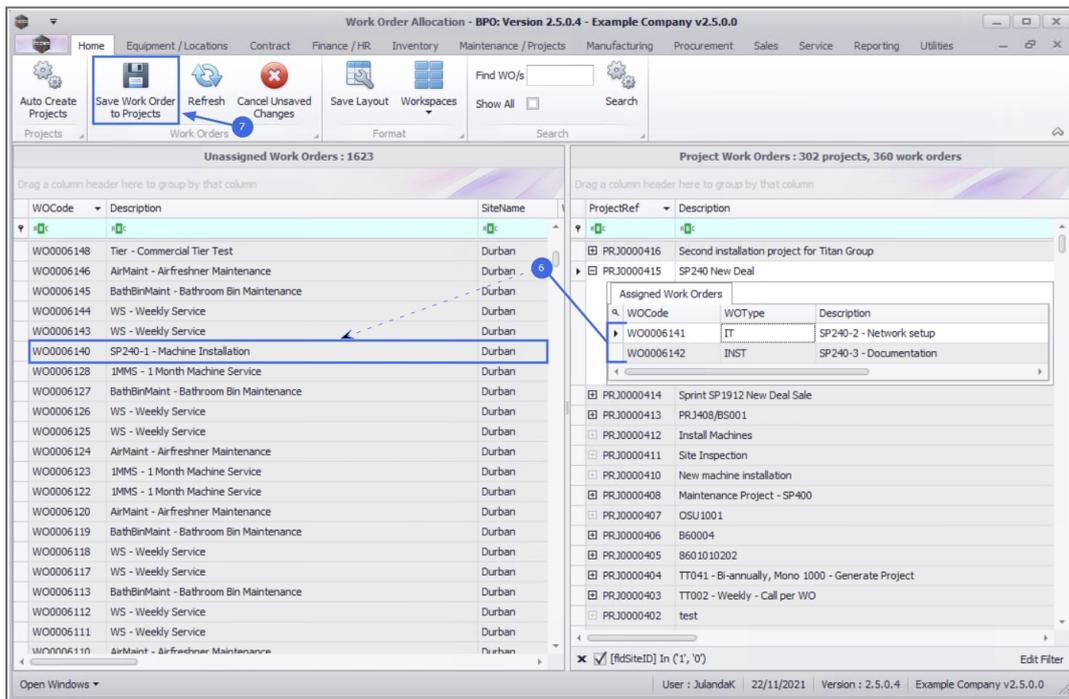


UNASSIGN WORK ORDER(S)

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.

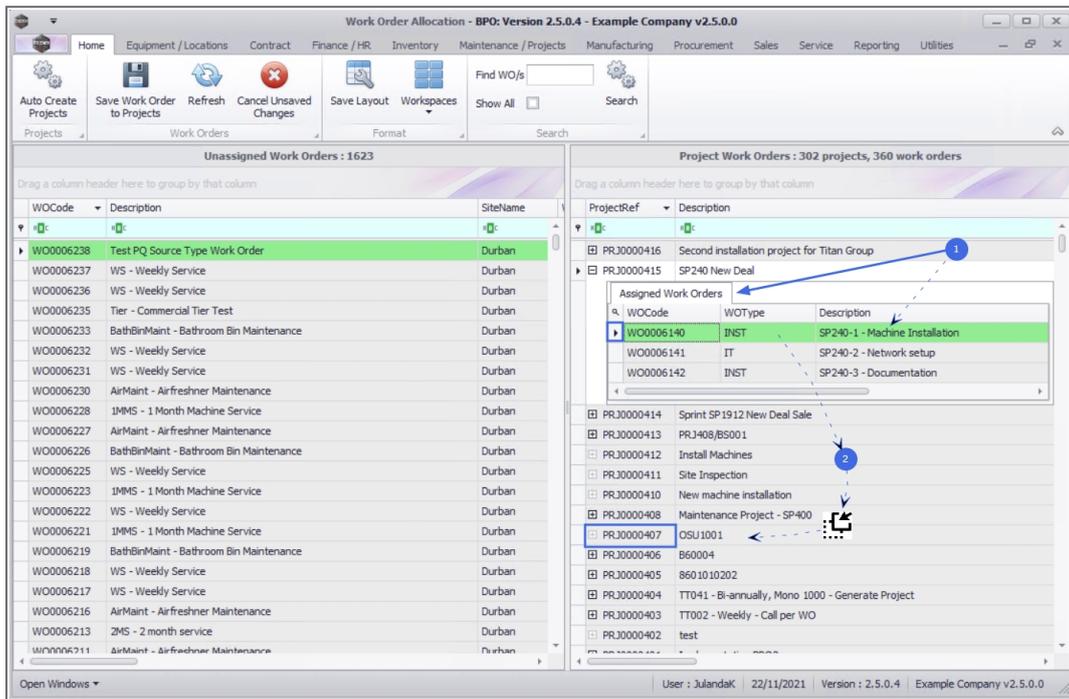


- The work order(s) will be removed from the **Assigned Work Orders** frame and can now be found in the **Unassigned Work Orders** frame.
- Click on **Save Work Order to Projects**.



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 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 on the right side of the toolbar.

The 'Unassigned Work Orders' pane shows a list of work orders with columns for WCode, Description, and SiteName. The first row is highlighted in green: W00006238, Test PQ Source Type Work Order, Durban. A blue circle with the number '3' points to the 'Refresh' button in the toolbar. Another blue circle with the number '4' points to the 'Save Work Order to Projects' button.

The 'Project Work Orders' pane shows a list of projects with columns for ProjectRef and Description. The first project is PRJ0000416, Second installation project for Titan Group. Below this, there is a sub-pane for 'Assigned Work Orders' with columns for WCode, WOType, and Description. Two work orders are listed: W00006141 (IT, SP240-2 - Network setup) and W00006142 (INST, SP240-3 - Documentation). A blue circle with the number '3' points to the 'Refresh' button in the toolbar. Another blue circle with the number '4' points to the 'Save Work Order to Projects' button.

The bottom status bar shows 'User : JulandaK | 22/11/2021 | Version : 2.5.0.4 | Example Company v2.5.0.0'.

MNU.151.004

