

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

## PROJECTS

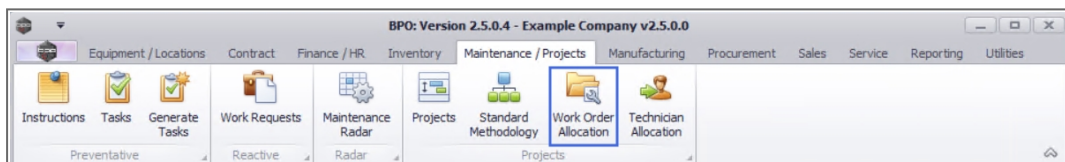
### WORK ORDER ALLOCATION – EDITING COLUMNS

Columns can be **added** or **hidden** from a data grid. This enables a user to customise the data grid to their own preference.

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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.

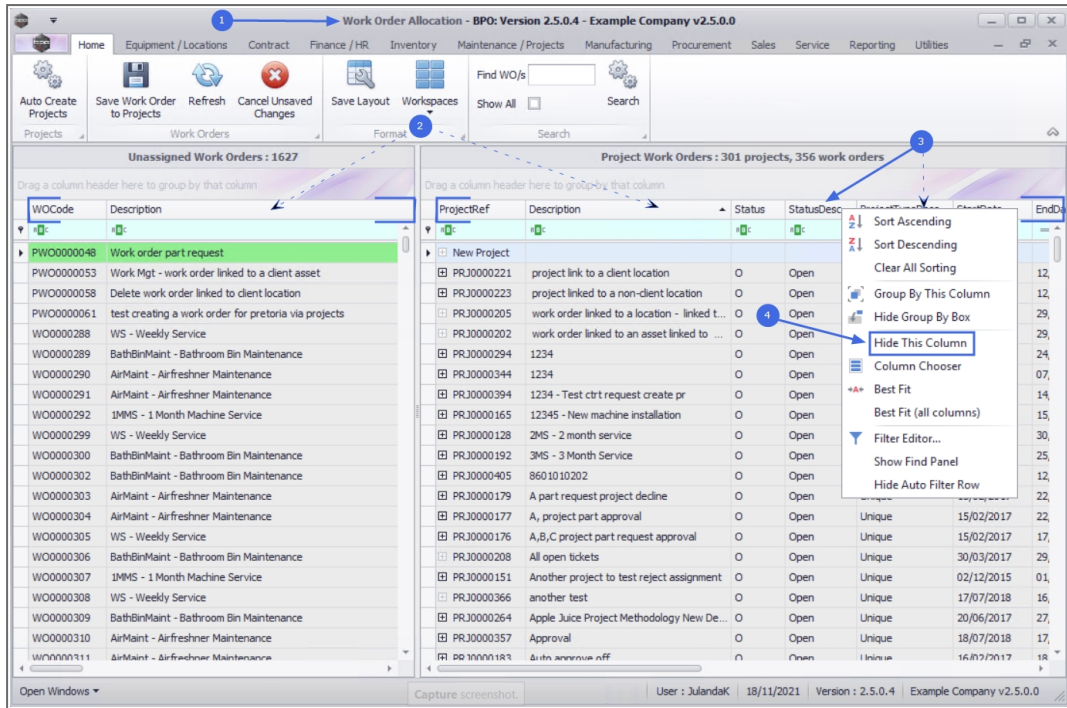
## HIDE COLUMNS

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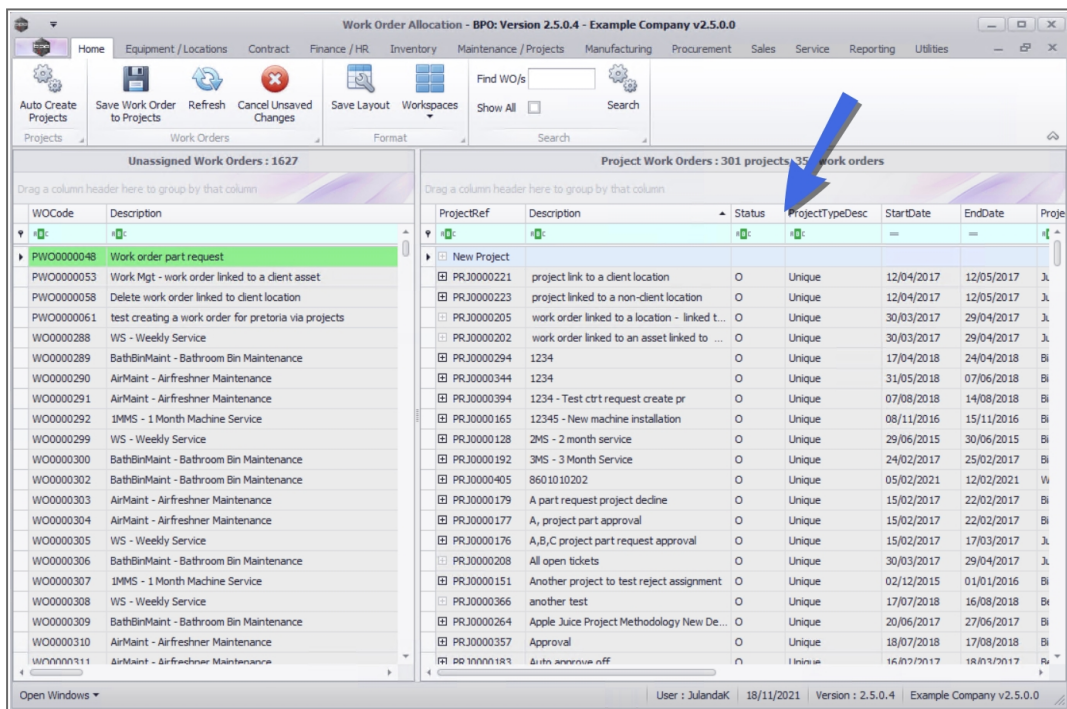
### DROP-DOWN MENU

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2.  **Right click** in any column header.
  - The example has the **Status Desc** column selected.
3. The **Filter** drop-down menu will be displayed.
4. Click on **Hide This Column**.

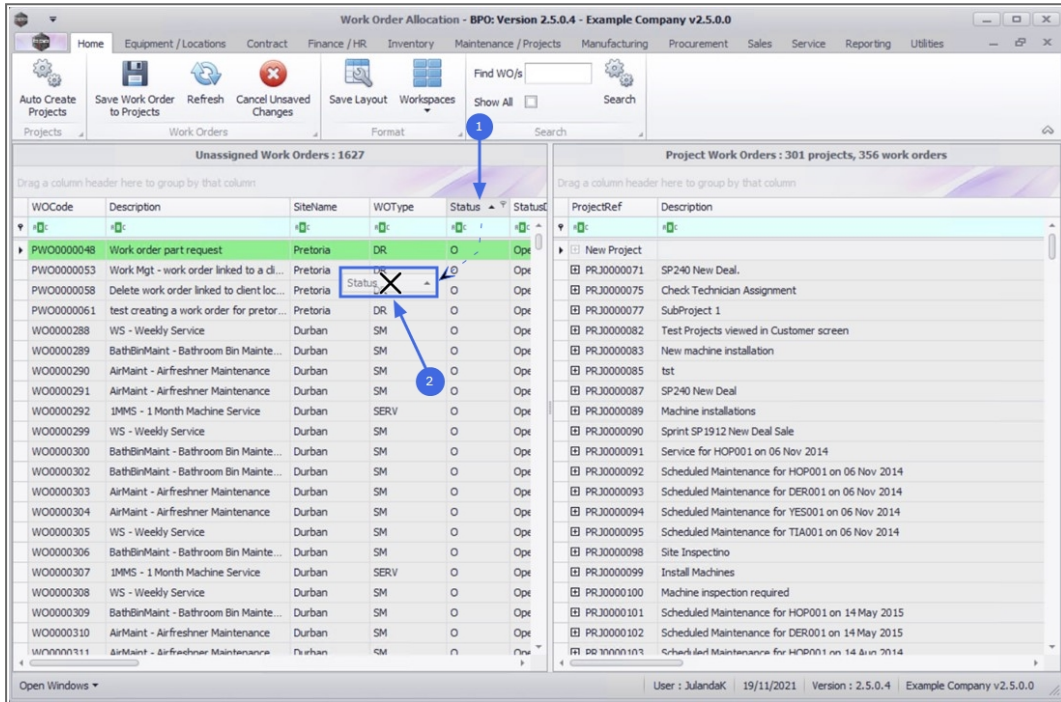


5. The selected column (**Status Desc**) will be **removed** from the data grid.

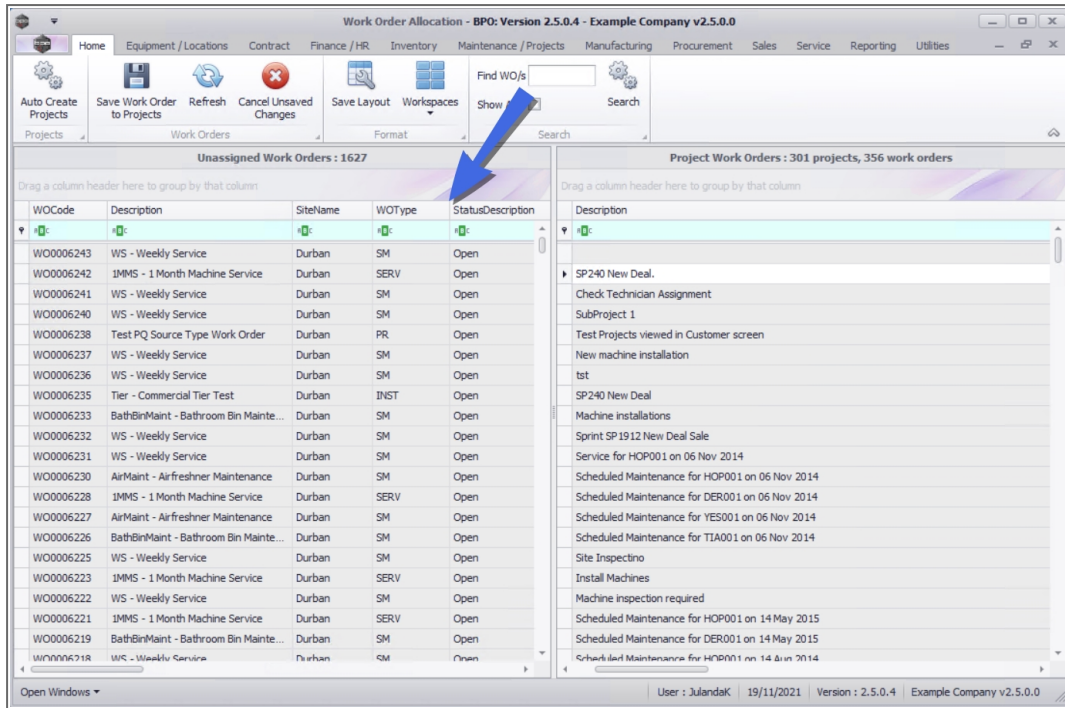


## DRAG AND DROP


1.  Click and **hold** down the column header name.
  - The example has **Status** selected.
2. **Drag** the column header name downwards from the column header row until a black [ X ] appears then **drop** the column header.

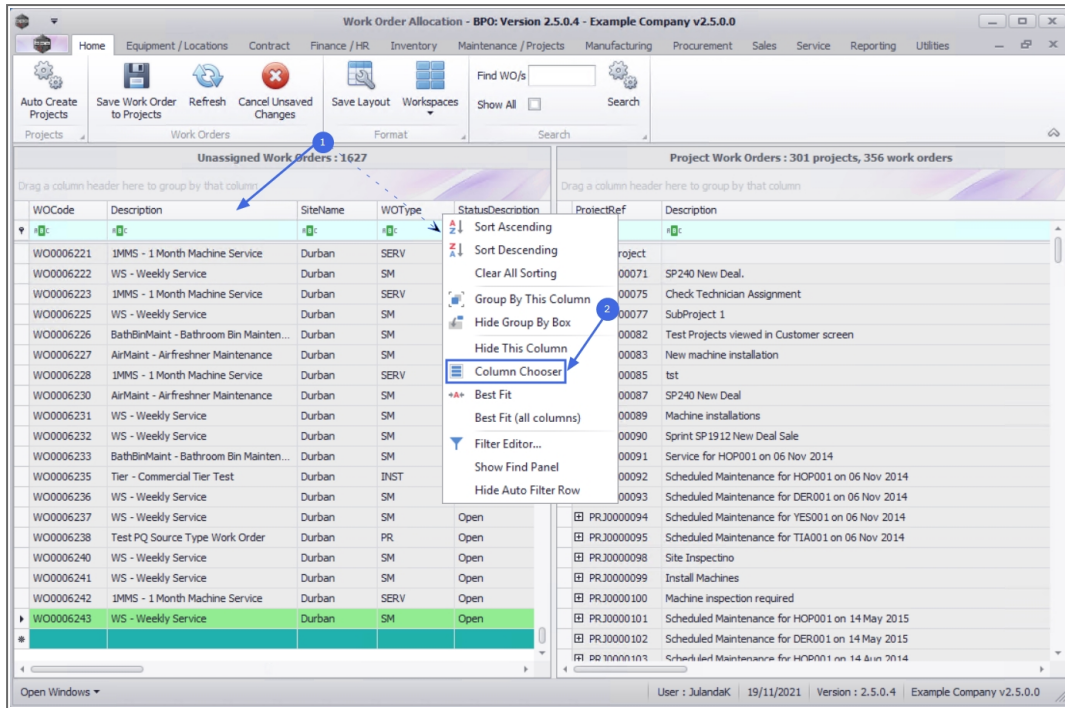


3. The selected column (**Status**) has been **removed** from the data grid.



## RESTORE HIDDEN COLUMNS

1.  **Right click** in any column header to display the **Filter** drop-down menu.
2. Click on **Column Chooser**.



3. The **Customization** menu screen will display.
4. This is an alphabetical list of the columns that you can add to the current data grid.
5. Use the **scroll bar** to find the **column header** you want to add.
  - **Double click** to restore the column header to the data grid, or
  - **Drag and Drop** the header into the header column. The **two arrows** indicate where the header name will be dropped.
6. Click on **Close** to close the customization menu.

Drag and Drop the column header using two arrows to navigate

Double click to add to column header

WOCCode	Description	SiteName	WOTType	StatusDescription
WO0006221	IMMS - 1 Month Machine Service	Durban	SERV	Open
WO0006222	WS - Weekly Service	Durban	SM	Open
WO0006223	IMMS - 1 Month Machine Service	Durban	SERV	Open
WO0006225	WS - Weekly Service	Durban	SM	Open
WO0006226	BathBinMaint - Bathroom Bin Mainten...	Durban	SM	Open
WO0006227	AirMaint - Airfreshner Maintenance	Durban	SM	Open
WO0006228	IMMS - 1 Month Machine Service	Durban	SERV	Open
WO0006230	AirMaint - Airfreshner Maintenance			
WO0006231	WS - Weekly Service			
WO0006232	WS - Weekly Service			
WO0006233	BathBinMaint - Bathroom Bin Mainten...			
WO0006235	Tier - Commercial Tier Test			
WO0006236	WS - Weekly Service			
WO0006237	WS - Weekly Service			
WO0006238	Test PQ Source Type Work Order			
WO0006240	WS - Weekly Service			
WO0006241	WS - Weekly Service			
WO0006242	IMMS - 1 Month Machine Service			
WO0006243	WS - Weekly Service	Durban	SM	Open

7. The selected column will be restored to the data grid.

Drag a column header here to group by that column

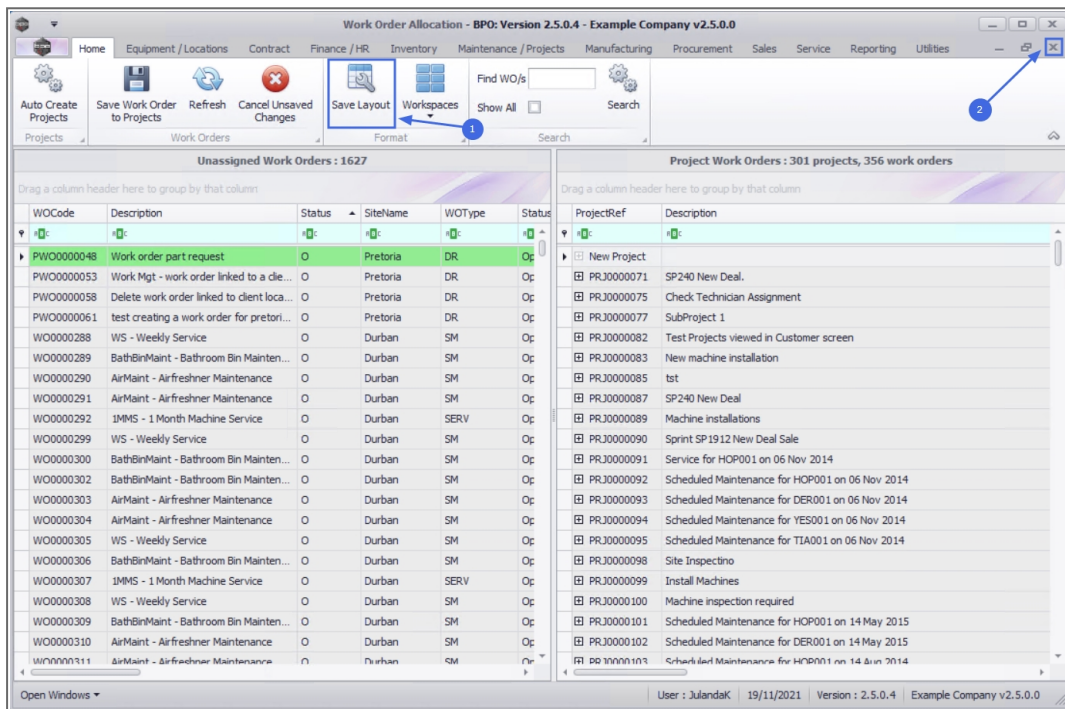
WOCCode	Description	Status	SiteName	WOTType	Status
WO0006221	IMMS - 1 Month Machine Service	O	Durban	SERV	Oc
WO0006222	WS - Weekly Service	O	Durban	SM	Oc
WO0006223	IMMS - 1 Month Machine Service	O	Durban	SERV	Oc
WO0006225	WS - Weekly Service	O	Durban	SM	Oc
WO0006226	BathBinMaint - Bathroom Bin Mainten...	O	Durban	SM	Oc
WO0006227	AirMaint - Airfreshner Maintenance	O	Durban	SM	Oc
WO0006228	IMMS - 1 Month Machine Service	O	Durban	SERV	Oc
WO0006230	AirMaint - Airfreshner Maintenance	O	Durban	SM	Oc
WO0006231	WS - Weekly Service	O	Durban	SM	Oc
WO0006232	WS - Weekly Service	O	Durban	SM	Oc
WO0006233	BathBinMaint - Bathroom Bin Mainten...	O	Durban	SM	Oc
WO0006235	Tier - Commercial Tier Test	O	Durban	INST	Oc
WO0006236	WS - Weekly Service	O	Durban	SM	Oc
WO0006237	WS - Weekly Service	O	Durban	SM	Oc
WO0006238	Test PQ Source Type Work Order	O	Durban	PR	Oc
WO0006240	WS - Weekly Service	O	Durban	SM	Oc
WO0006241	WS - Weekly Service	O	Durban	SM	Oc
WO0006242	IMMS - 1 Month Machine Service	O	Durban	SERV	Oc
WO0006243	WS - Weekly Service	O	Durban	SM	Oc

## SAVE LAYOUT

To keep the changes made to the column header section permanently, you need to save the layout.

If not, the changes will be undone as soon as you close the screen.

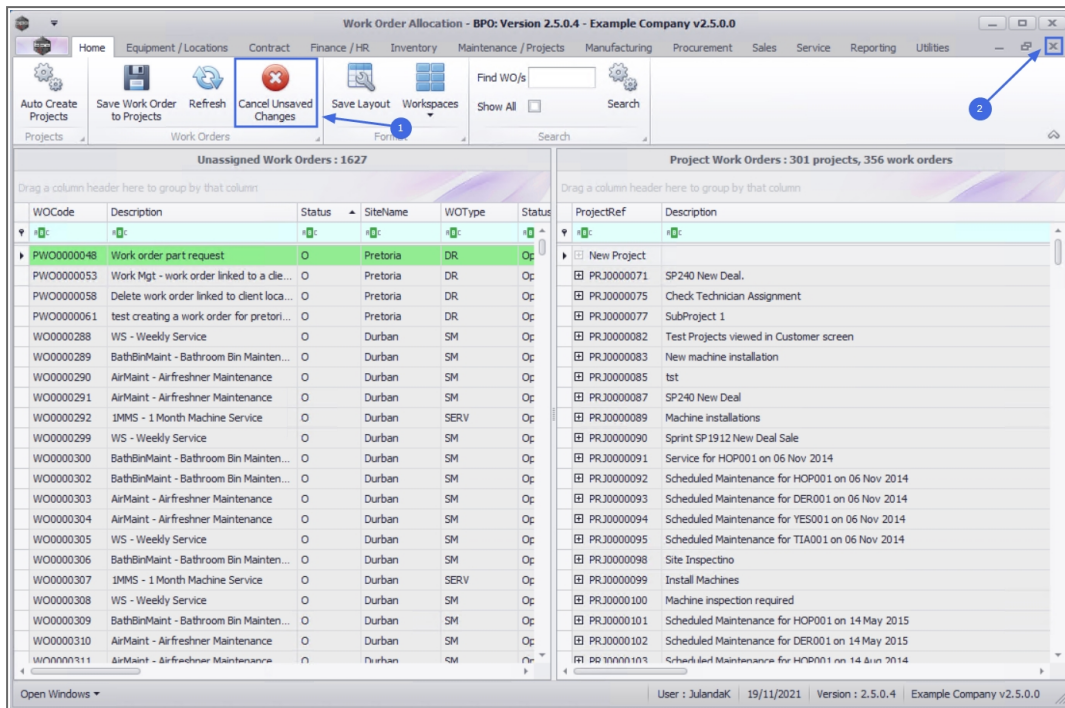
1. To save the changes made, click on **Save Layout**.
2. Click on **Close** to exit the screen.



## CANCEL UNSAVED CHANGES

1. Click on **Cancel Unsaved Changes** to ignore any changes made to the **Work Order Allocation** screen. Note that only unsaved changes will be restored.
  - If you have clicked on **Save Layout**, use [Restore Hidden Columns](#) to return the screen to the original layout.

## 2. Close the screen when done.



## Related References

- [BPO2 Data Grid Layouts](#)
- [BPO2 Data Grid Filtering](#)

MNU.151.005