

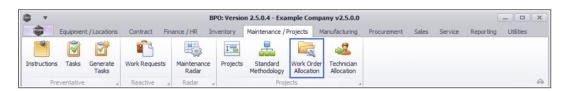
We are currently updating our site; thank you for your patience.

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.

Ribbon Access: Maintenance / Projects > Work Order Allocation



1. The **Work Order Allocation** listing screen will be displayed.

HIDE COLUMNS

DROP-DOWN MENU

- 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.



Home	Equipment / Locations Contract Finance / HR Inv	rento	ry Maintenance	Projects Manufacturing Procuremen	t Sa	les Service	Rep	oorting Utilit	ties —	8
203	💾 🕀 😰 🔯		Find WO/	s						
Auto Create Sa	ave Work Order Refresh Cancel Unsaved Save Lavout	Work	spaces Show All	Search						
Projects	to Projects Changes		SHOW AI							
Projects 🦼	Work Orders / Forma	t 2	· · · ·	Search 🖌						4
	Unassigned Work Orders : 1627		· · · · ·	Project Work Orders : 3	01 pro	jects, 356 wor	k ord	lers		
	der here to group by that column			r here to group by that column			/			
		4	_			A		Ý.		-
WOCode	Description		ProjectRef	Description	Status	StatusDesc	A↓	Sort Ascend	ing	En
n ⊡ ¢	·D:	nil-	₽ # 0 ¢	4 0 ¢	R C	u <mark>el</mark> c	ZI	Sort Descen	dina	-
	Work order part request	1	New Project				1	Clear All Sor	-	
PWO0000053	Work Mgt - work order linked to a dient asset		PRJ0000221	project link to a client location	0	Open			5	12
PWO0000058	Delete work order linked to client location			project linked to a non-dient location	0	Open		Group By Th	nis Column	12
PWO0000061	test creating a work order for pretoria via projects		PRJ0000205	work order linked to a location - linked t	-	4 Open	6	Hide Group	By Box	29
WO0000288	WS - Weekly Service		PRJ0000202	work order linked to an asset linked to	0	Open		Hide This Co	olumn	29
WO0000289	BathBinMaint - Bathroom Bin Maintenance		PRJ0000294	1234	0	Open		Column Ch	ooser	24
WO0000290	AirMaint - Airfreshner Maintenance			1234	0	Open	+A+			07
WO0000291	AirMaint - Airfreshner Maintenance		PRJ0000394	1234 - Test ctrt request create pr	0	Open	-			14
WO0000292	1MMS - 1 Month Machine Service	-		12345 - New machine installation	0	Open		Best Fit (all o	columns)	15
WO0000299	WS - Weekly Service			2MS - 2 month service	0	Open	T	Filter Editor.		30
WO0000300	BathBinMaint - Bathroom Bin Maintenance			3MS - 3 Month Service	0	Open		Show Find P	anel	25
WO0000302	BathBinMaint - Bathroom Bin Maintenance			8601010202	0	Open		Hide Auto F	ilter Row	12
WO0000303	AirMaint - Airfreshner Maintenance			A part request project dedine	0	Open	-			22
WO0000304	AirMaint - Airfreshner Maintenance			A, project part approval	0	Open	L	Inique	15/02/2017	22
WO0000305	WS - Weekly Service			A,B,C project part request approval	0	Open	L	Inique	15/02/2017	17
WO0000306	BathBinMaint - Bathroom Bin Maintenance		PRJ0000208	All open tickets	0	Open	ι	Inique	30/03/2017	29
WO0000307	1MMS - 1 Month Machine Service			Another project to test reject assignment	0	Open	ι	Inique	02/12/2015	01
WO0000308	WS - Weekly Service		PRJ0000366	another test	0	Open	ι	Inique	17/07/2018	16
WO0000309	BathBinMaint - Bathroom Bin Maintenance			Apple Juice Project Methodology New De	0	Open	L	Inique	20/06/2017	27
WO0000310	AirMaint - Airfreshner Maintenance			Approval	0	Open	L	Inique	18/07/2018	17
W0000311	ΔirMaint - Δirfreshner Maintenance	*	FT PR 10000 183	Auto approve off	0	Open	1	Inique	16/02/2017	15

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

P ₹ Home	Equipment / Locations Contract Fir	nance / HR Inve			sion 2.5.0.4 - Example Company v2.5.0 / Projects Manufacturing Procuremen		s Service Repo	rting Utilities		
(i)_	💾 🚯 😆	23		Find WO	/s 👘					
Auto Create Sa Projects	to Projects Cancel Unsaved	Save Layout W	/or	spaces Show All	Search					
Projects	Work Orders	Format			Search					6
riojecto a	Unassigned Work Orders : 1627		11		Project Work Orders : 3	01 proje	cts 35 work orde			
	Unassigned Work Orders . 1027				Project work orders. J	or hiole	cts of a lork orde	15		
				Drag a column heade						
WOCode	Description			ProjectRef	Description 🔺	Status	ProjectTypeDesc	StartDate	EndDate	Pro
9 8 ⊡ ⊂	* D ¢	-		₽ R∎c	8 🗖 C	1 0 0	A D C	-	-	- 4
PWO0000048	Work order part request	U		New Project						
PWO0000053	Work Mgt - work order linked to a client asset				project link to a client location	0	Unique	12/04/2017	12/05/2017	JL
PWO0000058	Delete work order linked to client location				project linked to a non-dient location	0	Unique	12/04/2017	12/05/2017	Ju
PWO0000061	test creating a work order for pretoria via pro	jects		PRJ0000205	work order linked to a location - linked t	0	Unique	30/03/2017	29/04/2017	3.
WO0000288	WS - Weekly Service			• PRJ0000202	work order linked to an asset linked to	0	Unique	30/03/2017	29/04/2017	3.
WO0000289	BathBinMaint - Bathroom Bin Maintenance				1234	0	Unique	17/04/2018	24/04/2018	Bi
WO0000290	AirMaint - Airfreshner Maintenance			PRJ0000344	1234	0	Unique	31/05/2018	07/06/2018	Bi
WO0000291	AirMaint - Airfreshner Maintenance				1234 - Test ctrt request create pr	0	Unique	07/08/2018	14/08/2018	Bi
WO0000292	1MMS - 1 Month Machine Service				12345 - New machine installation	0	Unique	08/11/2016	15/11/2016	Bi
WO0000299	WS - Weekly Service				2MS - 2 month service	0	Unique	29/06/2015	30/06/2015	Bi
WO0000300	BathBinMaint - Bathroom Bin Maintenance				3MS - 3 Month Service	0	Unique	24/02/2017	25/02/2017	Bi
WO0000302	BathBinMaint - Bathroom Bin Maintenance				8601010202	0	Unique	05/02/2021	12/02/2021	W
WO0000303	AirMaint - Airfreshner Maintenance				A part request project decline	0	Unique	15/02/2017	22/02/2017	Bi
WO0000304	AirMaint - Airfreshner Maintenance				A, project part approval	0	Unique	15/02/2017	22/02/2017	Bi
WO0000305	WS - Weekly Service				A,B,C project part request approval	0	Unique	15/02/2017	17/03/2017	Ju
WO0000306	BathBinMaint - Bathroom Bin Maintenance			B PRJ0000208	All open tickets	0	Unique	30/03/2017	29/04/2017	Ju
WO0000307	1MMS - 1 Month Machine Service				Another project to test reject assignment	0	Unique	02/12/2015	01/01/2016	Bi
WO0000308	WS - Weekly Service			PRJ0000366	another test	0	Unique	17/07/2018	16/08/2018	Be
WO0000309	BathBinMaint - Bathroom Bin Maintenance				Apple Juice Project Methodology New De	0	Unique	20/06/2017	27/06/2017	Bi
WO0000310	AirMaint - Airfreshner Maintenance				Approval	0	Unique	18/07/2018	17/08/2018	Bi
W0000311	ΔirMaint - Δirfreshner Maintenance	*		FI PR 10000 183	Auto annrove off	0	Unique	16/02/2017	18/03/2017	Re



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.

	Home	Equipment / Locations Contract	Finance /	HR Inventory	Maintenan	ce / Projec	ts		Procurement Sales Service Reporting Utilities - 59 3
	1	💾 🚯 🔞		a =	Find W	IO/s			
AL	uto Create Sa	ave Work Order Refresh Cancel Uns	aved Save	Layout Worksp	aces Show			Search	
1	Projects	to Projects Change		÷	SHOW				
P	rojects "	Work Orders	4	Format		Sea	rd	h "	6
		Unassigned Work	Orders : 16	27					Project Work Orders : 301 projects, 356 work orders
	WOCode	Description	SiteName	WOType	Status 🔺 🤋	Status	-	ProjectRef	Description
9	8 0 c	100	10:	* D C	40c /	10c +	9	-	ND:
	PWO0000048	Work order part request	Pretoria	DR	0	Ope	F	New Project	7
	PW00000053	Work Mat - work order linked to a cli	Pretoria	10	1/0	Ope	F	➡ PRJ0000071	SP240 New Deal.
	PW00000058	Delete work order linked to dient loc	Pretoria S	tatus 🗙 🔺	0	Ope	ŀ	PRJ0000071	Check Technician Assignment
	PWO0000061	test creating a work order for pretor		DR	0	Ope			SubProject 1
	WO0000288	WS - Weekly Service	Durban	SM	0	Ope	F	E PRJ0000082	Test Projects viewed in Customer screen
	WO0000289	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope	F	E PRJ0000083	New machine installation
	WO0000290	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope	F		tst
	WO0000291	AirMaint - Airfreshner Maintenance	Durban	SM 2	0	Ope		E PRJ0000087	SP240 New Deal
	WO0000292	1MMS - 1 Month Machine Service	Durban	SERV	0	Ope		E PRJ0000089	Machine installations
	WO0000299	WS - Weekly Service	Durban	SM	0	Ope		PRJ0000090	Sprint SP1912 New Deal Sale
	WO0000300	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope		PRJ0000091	Service for HOP001 on 06 Nov 2014
	WO0000302	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope	F		Scheduled Maintenance for HOP001 on 06 Nov 2014
	WO0000303	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope			Scheduled Maintenance for DER001 on 06 Nov 2014
	WO0000304	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope			Scheduled Maintenance for YES001 on 06 Nov 2014
	WO0000305	WS - Weekly Service	Durban	SM	0	Ope			Scheduled Maintenance for TIA001 on 06 Nov 2014
	WO0000306	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope		E PRJ0000098	Site Inspectino
	WO0000307	1MMS - 1 Month Machine Service	Durban	SERV	0	Ope		E PRJ0000099	Install Machines
	WO0000308	WS - Weekly Service	Durban	SM	0	Ope		PRJ0000100	Machine inspection required
	WO0000309	BathBinMaint - Bathroom Bin Mainte	Durban	SM	0	Ope		PRJ0000101	Scheduled Maintenance for HOP001 on 14 May 2015
	WO0000310	AirMaint - Airfreshner Maintenance	Durban	SM	0	Ope			Scheduled Maintenance for DER001 on 14 May 2015
	W0000311	AirMaint - Airfreshner Maintenance	Durhan	SM	0	One	[]	FT PR 10000 103	Scheduled Maintenance for HOPOO1 on 14 Jun 2014

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



	Home	Equipment / Locations Contract	t Finance /	HR Inventory	Maintenance / Proj	ect	s	Manufacturing Procurement Sales Service Reporting Utilities – 🖻	>
		💾 🚯 😣		<u>a</u>	Find WO/s		_		
		ave Work Order Refresh Cancel Uns		Layout Workspa	aces Show			Search	
	Projects	to Projects Change	es	•					
Pr	ojects 🦼	Work Orders	4	Format		ear	ch		1
		Unassigned Wor	k Orders : 16	27				Project Work Orders : 301 projects, 356 work orders	
T	WOCode	Description	SiteName	WOType	StatusDescription			Description	
•	a 🖥 c	#Ec	n 🖬 c	R C	R C		ę	40s	
1	WO0006243	WS - Weekly Service	Durban	SM	Open				
1	WO0006242	1MMS - 1 Month Machine Service	Durban	SERV	Open		٠	SP240 New Deal.	
1	WO0006241	WS - Weekly Service	Durban	SM	Open			Check Technician Assignment	
1	WO0006240	WS - Weekly Service	Durban	SM	Open			SubProject 1	
1	WO0006238	Test PQ Source Type Work Order	Durban	PR	Open			Test Projects viewed in Customer screen	
1	WO0006237	WS - Weekly Service	Durban	SM	Open			New machine installation	
1	WO0006236	WS - Weekly Service	Durban	SM	Open			tst	
1	WO0006235	Tier - Commercial Tier Test	Durban	INST	Open			SP240 New Deal	
1	WO0006233	BathBinMaint - Bathroom Bin Mainte	Durban	SM	Open			Machine installations	
1	WO0006232	WS - Weekly Service	Durban	SM	Open			Sprint SP 1912 New Deal Sale	
1	WO0006231	WS - Weekly Service	Durban	SM	Open			Service for HOP001 on 06 Nov 2014	
1	WO0006230	AirMaint - Airfreshner Maintenance	Durban	SM	Open			Scheduled Maintenance for HOP001 on 06 Nov 2014	
1	WO0006228	1MMS - 1 Month Machine Service	Durban	SERV	Open			Scheduled Maintenance for DER001 on 06 Nov 2014	
1	WO0006227	AirMaint - Airfreshner Maintenance	Durban	SM	Open			Scheduled Maintenance for YES001 on 06 Nov 2014	
1	WO0006226	BathBinMaint - Bathroom Bin Mainte	Durban	SM	Open			Scheduled Maintenance for TIA001 on 06 Nov 2014	
1	WO0006225	WS - Weekly Service	Durban	SM	Open			Site Inspectino	
1	WO0006223	1MMS - 1 Month Machine Service	Durban	SERV	Open			Install Machines	
1	WO0006222	WS - Weekly Service	Durban	SM	Open			Machine inspection required	
ľ	WO0006221	1MMS - 1 Month Machine Service	Durban	SERV	Open			Scheduled Maintenance for HOP001 on 14 May 2015	
1	WO0006219	BathBinMaint - Bathroom Bin Mainte	Durban	SM	Open			Scheduled Maintenance for DER001 on 14 May 2015	
1	WO0006218	WS - Weekly Service	Durhan	SM	Onen			Scheduled Maintenance for HOP001 on 14 Aug 2014	l

RESTORE HIDDEN COLUMNS

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



	Home	Equipment / Locations Contract	Finance / Hi	R Inventory	M	aintenance / Projects	Manufa	-	Procurement Sales Service Reporting Utilities — 🗗
	(A)	💾 🚷 🔞	2			Find WO/s	20	1	
		ave Work Order Refresh Cancel Unsa		ayout Workspa	ces	Show All		arch	
	Projects	to Projects Changes		•					
Pr	rojects 🦼	Work Orders		Format	4	Search			
		Unassigned Work	Ørders : 1627	7					Project Work Orders : 301 projects, 356 work orders
		der here to group by that column		· .					
	WOCode	Description	SiteName	WOType	St	tatusDescription F	ProiectRe	f	Description
P	#IC	10:	• B ¢	10: A	₽↓	Sort Ascending			10:
	WO0006221	1MMS - 1 Month Machine Service	Durban	SERV	Z↓	Sort Descending		roject	
	WO0006222	WS - Weekly Service	Durban	SM		Clear All Sorting		00071	SP240 New Deal.
	WO0006223	1MMS - 1 Month Machine Service	Durban	SERV	-	Group By This Colun		00075	Check Technician Assignment
	WO0006225	WS - Weekly Service	Durban	SM				00077	SubProject 1
	WO0006226	BathBinMaint - Bathroom Bin Mainten	Durban	SM	÷.	Hide Group By Box	Γ	00082	Test Projects viewed in Customer screen
	WO0006227	AirMaint - Airfreshner Maintenance	Durban	SM		Hide This Column		00083	New machine installation
	WO0006228	1MMS - 1 Month Machine Service	Durban	SERV		Column Chooser	•	00085	tst
	WO0006230	AirMaint - Airfreshner Maintenance	Durban	SM	+A+	Best Fit		00087	SP240 New Deal
	WO0006231	WS - Weekly Service	Durban	SM		Best Fit (all columns))	00089	Machine installations
	WO0006232	WS - Weekly Service	Durban	SM	-	Filter Editor		00090	Sprint SP1912 New Deal Sale
	WO0006233	BathBinMaint - Bathroom Bin Mainten	Durban	SM	T			00091	Service for HOP001 on 06 Nov 2014
	WO0006235	Tier - Commercial Tier Test	Durban	INST		Show Find Panel		00092	Scheduled Maintenance for HOP001 on 06 Nov 2014
	WO0006236	WS - Weekly Service	Durban	SM		Hide Auto Filter Row	v	00093	Scheduled Maintenance for DER001 on 06 Nov 2014
	WO0006237	WS - Weekly Service	Durban	SM	0	pen B	± PR.300	00094	Scheduled Maintenance for YES001 on 06 Nov 2014
	WO0006238	Test PQ Source Type Work Order	Durban	PR	0	pen B	1 PR.300	00095	Scheduled Maintenance for TIA001 on 06 Nov 2014
	WO0006240	WS - Weekly Service	Durban	SM	0	pen B	E PR.300	00098	Site Inspectino
	WO0006241	WS - Weekly Service	Durban	SM	0	pen B	E PRJOO	00099	Install Machines
	WO0006242	1MMS - 1 Month Machine Service	Durban	SERV	0	pen B	E PRJOO	00100	Machine inspection required
	WO0006243	WS - Weekly Service	Durban	SM	0	pen B	E PR.300	00101	Scheduled Maintenance for HOP001 on 14 May 2015
*						0 8	1 PR.300	00102	Scheduled Maintenance for DER001 on 14 May 2015
						- R	71 PR 100	00103	Scheduled Maintenance for HOP001 on 14 Aug 2014

- 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.



	Home Home	Equipment / Locations Con	tract Finance /	HR Inventory	Ma	aintenance / Proje	cts	8 Manufacturing	Procurement Sales Service Reporting Utilities — 🗗	3
	(i)		8	<u>a</u>		Find WO/s		(i)		
			Unsaved Save	Layout Worksp	aces	Show All		Search		
	Projects	to Projects Ch	anges	Format		50	arc	h.		
	rojects 🦼	Drag and Drop the			4	36		31 A		
		header using two a navigate	rrows to s: 16	<i>u</i>					Project Work Orders : 301 projects, 356 work orders	
		der here to g roup by max								
	WOCode	Description	SiteName	WOType	St	atusDescription		ProjectRef	Description	
۴	*Oc	*Bc A	s 🔤 c	1 0 0	-	c 🔺	ŀ	9 8 0 0	ADC	
	WO0006221	1MMS - 1 Month Machine Service	Durban	SERV	O	ben		New Project		
	WO0006222	WS - Weekly Service	Durban	SM	O	pen		E PRJ0000071	SP240 New Deal.	
	WO0006223	1MMS - 1 Month Machine Service	Durban	SERV	O	ben 🖉		PRJ0000075	Check Technician Assignment	
	WO0006225	WS - Weekly Service	Durban	SM	O	pen 🥍	1		SubProject 1	
	WO0006226	BathBinMaint - Bathroom Bin Maint	en Durban	SM	O	pen		PRJ0000082	Test Projects viewed in Customer screen	
	WO0006227	AirMaint - Airfreshner Maintenance	e Durban	SM	O	pen 3			New machine installation	
	WO0006228	1MMS - 1 Month Machine Service	Durban	SERV	0	pen 🚺			tst	
	WO0006230	AirMaint - Airfreshner Maintenance	Customizat	ion 🔺		x		PR.30000087	SP240 New Deal	
	WO0006231	WS - Weekly Service	fldFuncLocID			^			Machine installations	
	WO0006232	WS - Weekly Service	fidPMID					PRJ0000090	Sprint SP1912 New Deal Sale	
	WO0006233	BathBinMaint - Bathroom Bin Maint		ID					Service for HOP001 on 06 Nov 2014	
	WO0006235	Tier - Commercial Tier Test	fldSiteID						Scheduled Maintenance for HOP001 on 06 Nov 2014	
	WO0006236	WS - Weekly Service	fldTaskID fldWOAssocI						Scheduled Maintenance for DER001 on 06 Nov 2014	
	WO0006237	WS - Weekly Service	fldWOID	0					Scheduled Maintenance for YES001 on 06 Nov 2014	
	WO0006238	Test PQ Source Type Work Order	PartsCount		to ad	d to column			Scheduled Maintenance for TIA001 on 06 Nov 2014	
	WO0006240	WS - Weekly Service	RequestorTy		leade			➡ PRJ0000098	Site Inspectino	
	WO0006241	WS - Weekly Service	Status			•			Install Machines	
	WO0006242	1MMS - 1 Month Machine Service				· ·			Machine inspection required	
	WO0006243	WS - Weekly Service	Durban	SM	Op	ben		➡ PRJ0000101	Scheduled Maintenance for HOP001 on 14 May 2015	
F						0		➡ PRJ0000102	Scheduled Maintenance for DER001 on 14 May 2015	
						*		FT PR 10000 103	Scheduled Maintenance for HOP001 on 14 Aug 2014	ų,

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

	Home	Equipment / Locations Contract	Finance	/HR Invento	ry Maintenan	ce / Proje	cts	Manufacturing	Procurement Sales Service Reporting Utilities - 🗗
	() ()	H 🚯 🔞		2	Find W	O/s			
		ave Work Order Refresh Cancel Unsa		ve L Vork	spaces Show			Search	
	Projects	to Projects Changes			•	-			
Pr	ojects 🦼	Work Orders	-	Format	4	Sea	ard	h 🦼	
		Unassigned Work	Ord	-27					Project Work Orders : 301 projects, 356 work orders
	WOCode	Description	Status	▲ SiteName	WOType	Status	F	ProjectRef	Description
Ŷ	a 🖬 c	# 0 c	* 0 ¢	RBC	REC.	* D *	9	10c	nDc
	WO0006221	1MMS - 1 Month Machine Service	0	Durban	SERV	Op	,	🗉 New Project	
	WO0006222	WS - Weekly Service	0	Durban	SM	Op	F	PRJ0000071	SP240 New Deal.
	WO0006223	1MMS - 1 Month Machine Service	0	Durban	SERV	Op		PRJ0000075	Check Technician Assignment
	WO0006225	WS - Weekly Service	0	Durban	SM	Op	Γ		SubProject 1
	WO0006226	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Test Projects viewed in Customer screen
	WO0006227	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op	Γ		New machine installation
	WO0006228	1MMS - 1 Month Machine Service	0	Durban	SERV	Op	Г		tst
	WO0006230	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op	Γ		SP240 New Deal
	WO0006231	WS - Weekly Service	0	Durban	SM	Op			Machine installations
	WO0006232	WS - Weekly Service	0	Durban	SM	Op	Г		Sprint SP1912 New Deal Sale
	WO0006233	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Service for HOP001 on 06 Nov 2014
	WO0006235	Tier - Commercial Tier Test	0	Durban	INST	Op	Γ		Scheduled Maintenance for HOP001 on 06 Nov 2014
	WO0006236	WS - Weekly Service	0	Durban	SM	Op	Γ		Scheduled Maintenance for DER001 on 06 Nov 2014
	WO0006237	WS - Weekly Service	0	Durban	SM	Op			Scheduled Maintenance for YES001 on 06 Nov 2014
	WO0006238	Test PQ Source Type Work Order	0	Durban	PR	Op			Scheduled Maintenance for TIA001 on 06 Nov 2014
	WO0006240	WS - Weekly Service	0	Durban	SM	Op		➡ PRJ0000098	Site Inspectino
	WO0006241	WS - Weekly Service	0	Durban	SM	Op			Install Machines
	WO0006242	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Machine inspection required
	WO0006243	WS - Weekly Service	0	Durban	SM	Op		➡ PRJ0000101	Scheduled Maintenance for HOP001 on 14 May 2015
*						0		➡ PRJ0000102	Scheduled Maintenance for DER001 on 14 May 2015
						*		FT PR 10000 103	Scheduled Maintenance for HOP001 on 14 Aug 2014



SAVE LAYOUT



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

4	Home	Equipment / Locations Contract	Finance	e / HR Invento	ry Maintenar	nce / Projec	cts	Manufacturing	Procurement Sales Service Reporting Utilities – 🖻
5	(A)	💾 💫 🔞		2	Find V	NO/s		203	
Aut	to Create Sa	ave Work Order Refresh Cancel Unsa	wed Sa	ve Layout Work	spaces Show			Search	
P	rojects	to Projects Changes			-				2
Pro	ojects 🦼	Work Orders	4	Format		Sea	ard	h 4	
		Unassigned Work	Orders :	1627					Project Work Orders : 301 projects, 356 work orders
٧	WOCode	Description	Status	▲ SiteName	WOType	Status		ProjectRef	Description
	∎C.	x∎c	* 0 0	s 🛛 c	a 🖬 c	n 🖬 🌰	٩	P #0:	n 🗖 c
F	PWO0000048	Work order part request	0	Pretoria	DR	Op	,	New Project	
F	PWO0000053	Work Mgt - work order linked to a clie	0	Pretoria	DR	Op		PRJ0000071	SP240 New Deal.
P	PWO0000058	Delete work order linked to client loca	0	Pretoria	DR	Op			Check Technician Assignment
F	PWO0000061	test creating a work order for pretori	0	Pretoria	DR	Op		PRJ0000077	SubProject 1
٧	WO0000288	WS - Weekly Service	0	Durban	SM	Op			Test Projects viewed in Customer screen
٧	WO0000289	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op		PRJ0000083	New machine installation
٧	WO0000290	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			tst
٧	WO0000291	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op		PR.30000087	SP240 New Deal
٧	WO0000292	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Machine installations
٧	WO0000299	WS - Weekly Service	0	Durban	SM	Op			Sprint SP1912 New Deal Sale
٧	WO0000300	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Service for HOP001 on 06 Nov 2014
٧	WO0000302	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Scheduled Maintenance for HOP001 on 06 Nov 2014
٧	WO0000303	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			Scheduled Maintenance for DER001 on 06 Nov 2014
٧	WO0000304	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			Scheduled Maintenance for YES001 on 06 Nov 2014
٧	WO0000305	WS - Weekly Service	0	Durban	SM	Op			Scheduled Maintenance for TIA001 on 06 Nov 2014
۷	WO0000306	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Site Inspectino
٧	WO0000307	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Install Machines
۷	WO0000308	WS - Weekly Service	0	Durban	SM	Op			Machine inspection required
٧	WO0000309	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Scheduled Maintenance for HOP001 on 14 May 2015
٧	WO0000310	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op			Scheduled Maintenance for DER001 on 14 May 2015
V	WO0000311	ΔirMaint - Δirfreshner Maintenance	0	Durhan	SM	Or T		FT PR 10000 103	Scheduled Maintenance for HOP001 on 14 Δug 2014

CANCEL UNSAVED CHANGES

- 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 <u>Restore Hidden</u>
 <u>Columns</u> to return the screen to the original layout.



2. Close the screen when done.

Home	Equipment / Locations Contract	Finance	/HR Inventor	ry Maintena	ince / Projec	cts		Procurement Sales Service Reporting Utilities –
203			2	Find	WO/s		(i)	
Auto Create Sa	ave Work Order Refresh Cancel Unsa		ve Layout Works	paces Show			Search	
Projects	to Projects Changes		-	-				
Projects 🦼	Work Orders	4	Former	*	Sea	arch		
	Unassigned Work	Orders:1	627					Project Work Orders : 301 projects, 356 work orders
WOCode	Description	Status	 SiteName 	WOType	Status		ProjectRef	Description
10c	-0:	* 0 ¢	RBC	R C	×0 +	ę	-	
PWO0000048	Work order part request	0	Pretoria	DR	Oc 0		New Project	
PWO0000053	Work Mgt - work order linked to a die	0	Pretoria	DR	Op		E PR3000071	SP240 New Deal.
PWO0000058	Delete work order linked to client loca		Pretoria	DR	Oc			Check Technician Assignment
PWO0000061	test creating a work order for pretori	0	Pretoria	DR	Op	F		SubProject 1
WO0000288	WS - Weekly Service	0	Durban	SM	Op		PRJ000082	Test Projects viewed in Customer screen
WO0000289	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op	F		New machine installation
WO0000290	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op		PRJ000085	tst
WO0000291	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op		PRJ000087	SP240 New Deal
WO0000292	1MMS - 1 Month Machine Service	0	Durban	SERV	Op		PRJ000089	Machine installations
WO0000299	WS - Weekly Service	0	Durban	SM	Op		PRJ000090	Sprint SP1912 New Deal Sale
WO0000300	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op		PRJ0000091	Service for HOP001 on 06 Nov 2014
WO0000302	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Scheduled Maintenance for HOP001 on 06 Nov 2014
WO0000303	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op		PRJ0000093	Scheduled Maintenance for DER001 on 06 Nov 2014
WO0000304	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op		PRJ0000094	Scheduled Maintenance for YES001 on 06 Nov 2014
WO0000305	WS - Weekly Service	0	Durban	SM	Op		➡ PRJ0000095	Scheduled Maintenance for TIA001 on 06 Nov 2014
WO0000306	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Site Inspectino
WO0000307	1MMS - 1 Month Machine Service	0	Durban	SERV	Op			Install Machines
WO0000308	WS - Weekly Service	0	Durban	SM	Op			Machine inspection required
WO0000309	BathBinMaint - Bathroom Bin Mainten	0	Durban	SM	Op			Scheduled Maintenance for HOP001 on 14 May 2015
WO0000310	AirMaint - Airfreshner Maintenance	0	Durban	SM	Op		E PRJ0000102	Scheduled Maintenance for DER001 on 14 May 2015
W00000311	ΔirMaint - Δirfreshner Maintenance	0	Durhan	SM	Or T		FT PR 10000 103	Scheduled Maintenance for HOP001 on 14 Aug 2014

Related References

- BPO2 Data Grid Layouts
- BPO2 Data Grid Filtering

MNU.151.005