

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

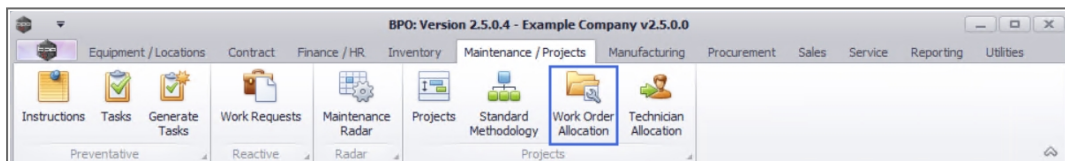
PROJECTS

WORK ORDER ALLOCATION – LINK TO NEW PROJECT

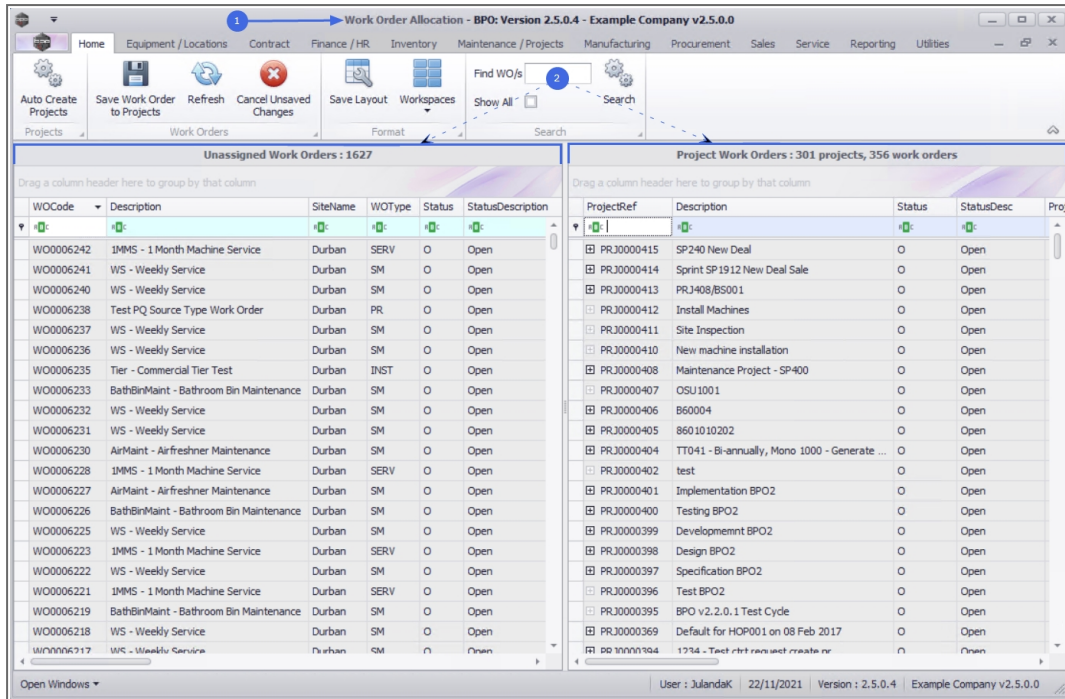
An **unassigned** work order(s) can be allocated to a **new** project.

One or multiple work orders can be linked to a **new** project.

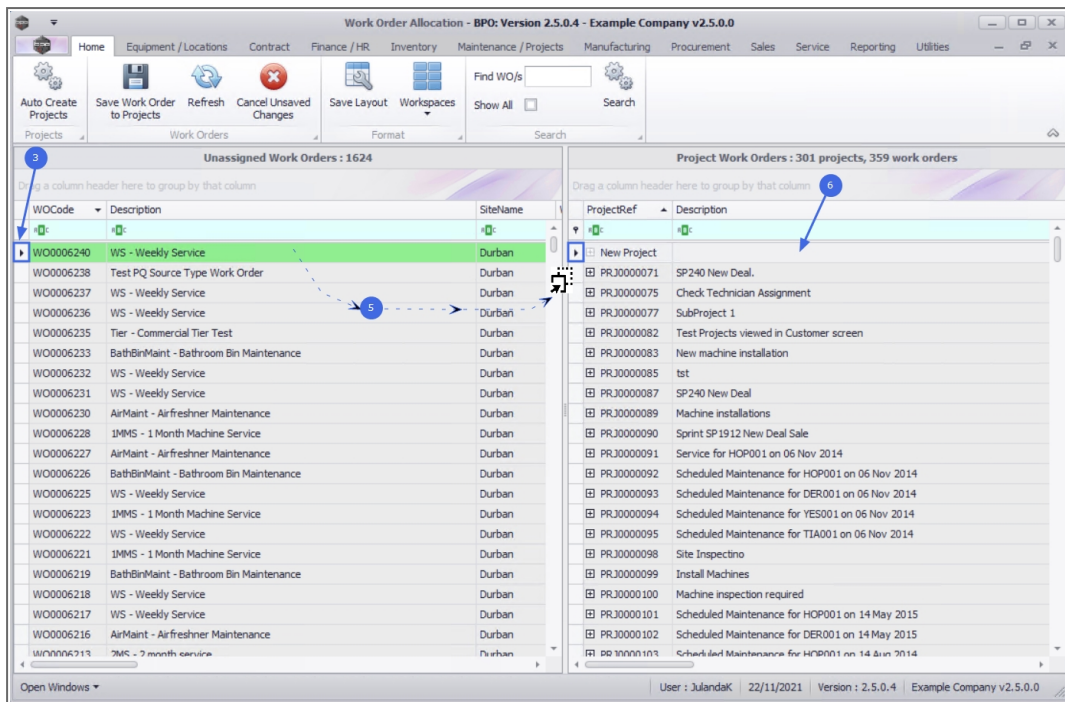
Ribbon Access: Maintenance / Projects > Work Order Allocation



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.



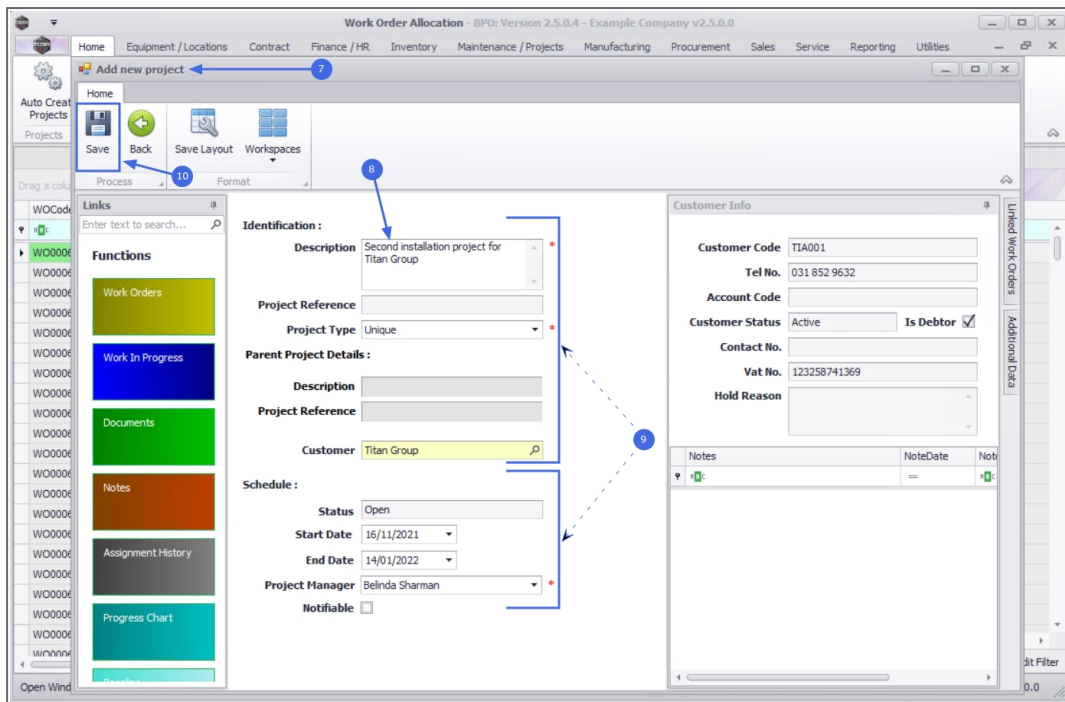
3. In the **Unassigned Work Orders** frame, click on the **row** of the unassigned work order (for a single work order) you wish to allocate to a new project, or
4. To select multiple work orders,
 - Hold down the **Ctrl** key on your keyboard, then use your mouse to click on each **unassigned work order** you wish to allocate to a new 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.
5. Click anywhere on the selected line(s) then drag the work order(s) you want to allocate, from the **Unassigned Work Orders** frame,
6. and drop on the New Project in the **Project Work Orders** frame.



7. The **Add a new project** screen will display.
8. Click in the **Description** text box to type in a description for the project.
9. Confirm the editable project **Identification** and **Schedule** details, for example: Project Type, Start and End Dates.

 For a detailed handling of this topic refer to [Projects - Add Main Project](#)

10. When you have finished adding the relevant details, click on **Save**.



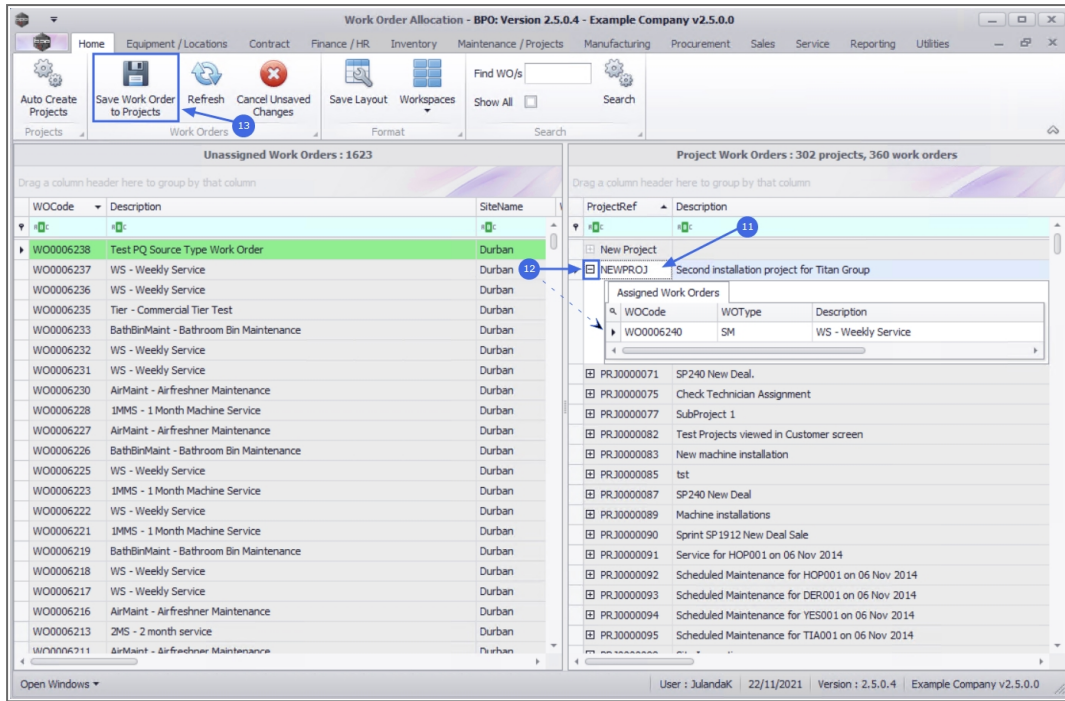
VIEW NEW PROJECT

11. The new project will be displayed in the **Project Work Orders** data grid as **NEWPROJ**.
12. Click on the **Expand** button in the row of the **New Project** to view the linked work order detail.



Remember that if you have assigned the wrong work order(s), click on **Cancel Unsaved Changes** to cancel the assignment.

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



ASSIGN PROJECT NUMBER

14. The newly created project will now be assigned a **Project Reference Number**.
 - The example project has been assigned project number **PRJ0000416**.
15. Click on **Close** to exit this screen.

The screenshot displays the 'Work Order Allocation - BPO: Version 2.5.0.4 - Example Company v2.5.0.0' application. The interface is divided into two main panels:

- Unassigned Work Orders: 1623**: A table listing various work orders with columns for WOCODE, Description, and SiteName. The first row is highlighted in green.
- Project Work Orders: 302 projects, 360 work orders**: A table listing projects with columns for ProjectRef and Description. The first row is highlighted in blue.

Navigation and utility buttons are visible at the top, including 'Auto Create Projects', 'Save Work Order to Projects', 'Refresh', 'Cancel Unsaved Changes', 'Save Layout', and 'Workspaces'. A search bar is also present. A blue circle with the number '15' points to the 'X' button in the top right corner of the window. Another blue circle with the number '14' points to the 'ProjectRef' header in the second table.

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