

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

\$ *					BPO: Versio	n 2.5.0.4 - Exa	mple Com	pany v2.5.0.0					_) D
	Equipmen	t / Locations	Contract F	Finance / HR.	Inventory	Maintenance / F	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
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Instructions	a Tasks	Generate Tasks	Work Requests	Maintenano Radar	e Projects	Standard Methodology	Work Orde Allocation						
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- 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.



Work Order Allocation - Unlink or Re-Assign Work

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	WO0006233	BathBinMaint - Bathroom Bin Maintenance	Durban			WO0006	140	INST	S	P240-1 - Machine	Installation			
	WO0006232	WS - Weekly Service	Durban			WO0006	141	Π	S	P240-2 - Networ	k setup			
	WO0006231	WS - Weekly Service	Durban			WO0006	142	INST	S	P240-3 - Docume	entation			
	WO0006230	AirMaint - Airfreshner Maintenance	Durban			1								Þ
	WO0006228	1MMS - 1 Month Machine Service	Durban		Ŧ	PRJ0000414	Sprint SP	1912 New Dea	al Sale					
	WO0006227	AirMaint - Airfreshner Maintenance	Durban		Ŧ	PRJ0000413	PRJ408/	3S001						
	WO0006226	BathBinMaint - Bathroom Bin Maintenance	Durban			PRJ0000412	Install Ma	achines						
	WO0006225	WS - Weekly Service	Durban			PRJ0000411	Site Insp	ection						
	WO0006223	1MMS - 1 Month Machine Service	Durban			PR.J0000410	New mad	hine installatio	n					
	WO0006222	WS - Weekly Service	Durban		Ŧ	PRJ0000408	Maintena	nce Project - S	SP400					
	WO0006221	1MMS - 1 Month Machine Service	Durban			PRJ0000407	OSU100	L						
	WO0006219	BathBinMaint - Bathroom Bin Maintenance	Durban		Ŧ	PR.J0000406	B60004							
	WO0006218	WS - Weekly Service	Durban		÷	PR.30000405	8601010	202						
	WO0006217	WS - Weekly Service	Durban		Ŧ	PRJ0000404	TT041 - I	Bi-annually, Mo	ono 1000	- Generate Proj	ect			
	WO0006216	AirMaint - Airfreshner Maintenance	Durban		Ŧ	PRJ0000403	TT002 -	Weekly - Call p	er WO					
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4	W00006211	ΔirMaint - Δirfreshner Maintenance	Durhan		4									1

UNASSIGN WORK ORDER(S)

- 4. From the **Assigned Work Orders** sub grid select the work order(s) you wish to unlink from the project.
- 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.



Work Order Allocation - Unlink or Re-Assign Work

		Equipment / Locations Contract Fin	Work Order Allocation ance / HR Inventory 1	1 - BPO: Version 2.5.0 Maintenance / Projects		Example Com	Procurem		Servio	e Reporting	Utilities	 8	
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	WO0006236	WS - Weekly Service Tier - Commercial Tier Test		Durban			Work Order				1		
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	WO0006217 WO0006216	WS - Weekly Service AirMaint - Airfreshner Maintenance		Durban		E PRJ0000404				- Generate Proj	ect		
	WO0006216 WO0006213	2MS - 2 month service		Durban		E PRJ0000403		Weekly - Call	per WO				
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4	0// 100/6711	Dirmaint - Dirmechner Maintenance		i iirnan ▶	40								Þ

- 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.
- _ **•** x -Work Order Allocation - BPO: Version 2.5.0.4 - Example Company v2.5.0.0 . Equipment / Locations Finance / HR Inventory Maintenance / Projects Manufactu 8 X Home Contract -22 H 2 × 2 Find WO/s Refresh Cancel Unsa Changes rk Orders Save Layout Workspaces Auto Create Projects ave Work Ori to Projects Show All Search Unassigned Work Orders : 1623 Project Work Orders : 302 projects, 360 work orders Description ProjectRef WOCode SiteName + Description a**D**c REC •**D**¢ 9 x0c R**O**C WO0006148 Tier - Commercial Tier Test Durban PRJ0000416 Second installation project for Titan Group Durban 6 + E PRJ0000415 SP240 New Deal WO0006146 AirMaint - Airfreshner Maintenance WO0006145 BathBinMaint - Bathroom Bin Maintenance Durban Assigned Work Orders WO0006144 WS - Weekly Service Durban
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 Image: WO0006141
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 INST
 Description SP240-2 - Network setup WO0006143 WS - Weekly Service Durban WO0006140 SP240-1 - Machine Installation Durban SP240-3 - Documentation WO0006128 1MMS - 1 Month Machine Service Durban WO0006127 BathBinMaint - Bathroom Bin Maintenance Durban ■ PRJ0000414 Sprint SP 1912 New Deal Sale WO0006126 WS - Weekly Service Durban WO0006125 WS - Weekly Service Durban PRJ0000412 Install Machines WO0006124 AirMaint - Airfreshner Maintenance Durban PRJ0000411 Site Inspection WO0006123 1MMS - 1 Month Machine Service Durban PRJ0000410 New machine installatio WO0006122 1MMS - 1 Month Machine Service Durban PRJ0000408 Maintenance Project - SP400 WO0006120 AirMaint - Airfreshner Maintenance Durban PRJ0000407 OSU1001 WO0006119 BathBinMaint - Bathroom Bin Maintenance Durban WO0006118 WS - Weekly Service Durban ➡ PRJ0000405 8601010202 WO0006117 WS - Weekly Service Durban PRJ0000404 TT041 - Bi-annually, Mono 1000 - Generate Project WO0006113 BathBinMaint - Bathroom Bin Maintenance Durban PRJ0000403 TT002 - Weekly - Call per WO WO0006112 WS - Weekly Service Durban PRJ0000402 test WO0006111 WS - Weekly Service Durban WORRAG110 AirMaint - Airfreshner Maintenance Durhan x √ [fldSiteID] In (1', '0') Edit Filte User : JulandaK 22/11/2021 Version : 2.5.0.4 Example Company v2.5.0.0 Open Windows -
- 7. 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.

	Home	Equipment / Locations Contract Finance /	HR Inventory	Maintenance / Projects			Procurement S	ales Ser	vice Reporting Utilities	- 8	3
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	WO0006233	BathBinMaint - Bathroom Bin Maintenance		Durban	•	WO00061			SP240-1 - Machine Installation		l
	WO0006232	WS - Weekly Service		Durban	-	WO00061		1	SP240-2 - Network setup		1
	WO0006231	WS - Weekly Service		Durban		WO00061	42 INST	1	SP240-3 - Documentation		1
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	WO0006226	BathBinMaint - Bathroom Bin Maintenance		Durban	E PRJ	0000412	Install Machines		2		
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	WO0006223	1MMS - 1 Month Machine Service		Durban	E PRJ	0000410	New machine inst	allation	Ý		
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	WO0006219	BathBinMaint - Bathroom Bin Maintenance		Durban	🗄 PRJ	0000406	B60004				
	WO0006218	WS - Weekly Service		Durban	E PRJ	0000405	8601010202				
	WO0006217	WS - Weekly Service		Durban	E PRJ	0000404	TT041 - Bi-annual	ly, Mono 10	00 - Generate Project		
	WO0006216	AirMaint - Airfreshner Maintenance		Durban	E PRJ	0000403	TT002 - Weekly -	Call per WO			
	WO0006213	2MS - 2 month service		Durban		0000402	test				
4	W/00006211	ΔirMaint - Δirfreshner Maintenance		Durhan	4						

- 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.



Work Order Allocation - Unlink or Re-Assign Work

-	Home	Equipment / Locations Contract F	Finance / HR Inventory	Maintenance / Projects	N	lanufacturing	Procurem	ent Sales	Service	Reporting	Utilities	-	8	3
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١	NO0006236	WS - Weekly Service		Durban		Assigned	Work Order	s						
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١	NO0006233	BathBinMaint - Bathroom Bin Maintenance		Durban		▶ WO000	06141	Π	SP2	40-2 - Network	setup			
١	NO0006232	WS - Weekly Service		Durban		W0000	06142	INST	SP2	40-3 - Documer	ntation			
١	NO0006231	WS - Weekly Service		Durban		-							ŀ	·
١	NO0006230	AirMaint - Airfreshner Maintenance		Durban	8	E PRJ0000414	Sprint SF	1912 New Dea	l Sale					
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١	NO0006227	AirMaint - Airfreshner Maintenance		Durban		PRJ0000412	2 Install M	achines						
1	NO0006226	BathBinMaint - Bathroom Bin Maintenance		Durban		PRJ0000411	Site Insp	ection						
١	NO0006225	WS - Weekly Service		Durban		PRJ0000410	New mad	thine installation	n					
١	NO0006223	1MMS - 1 Month Machine Service		Durban	B	E PRJ0000408	Maintena	ance Project - S	P400					
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