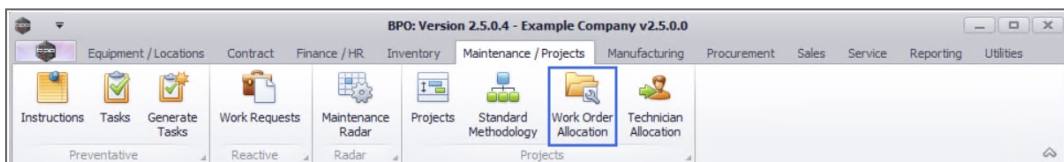We are currently updating our site; thank you for your patience.

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.

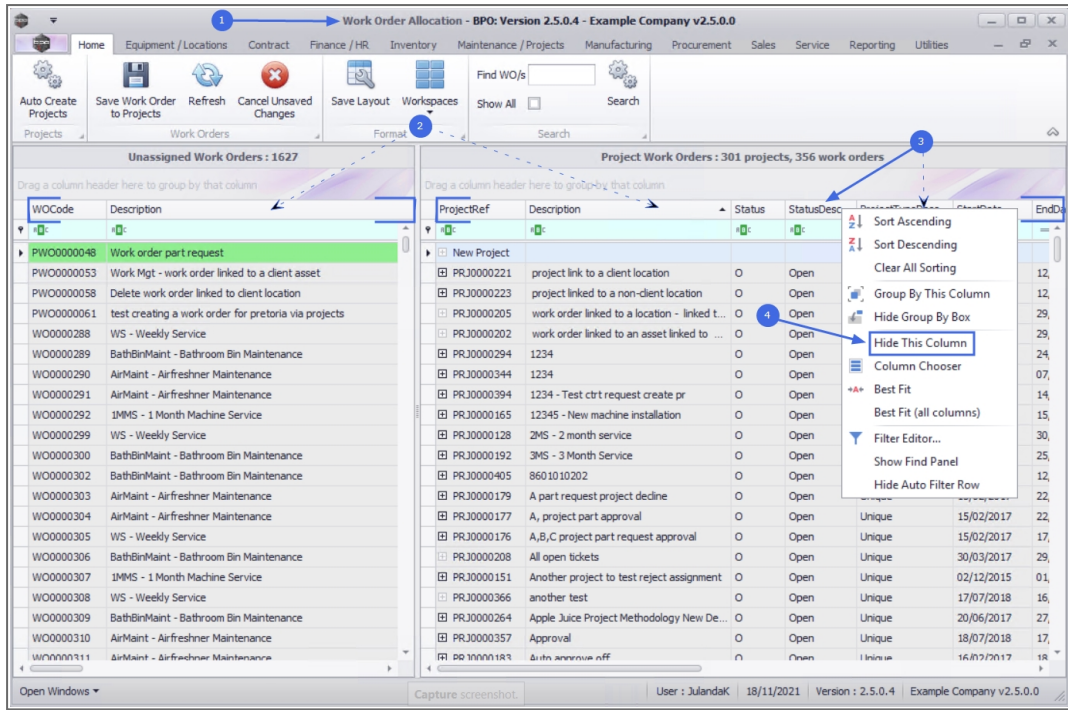**Ribbon Access:** Maintenance / Projects > Work Order Allocation

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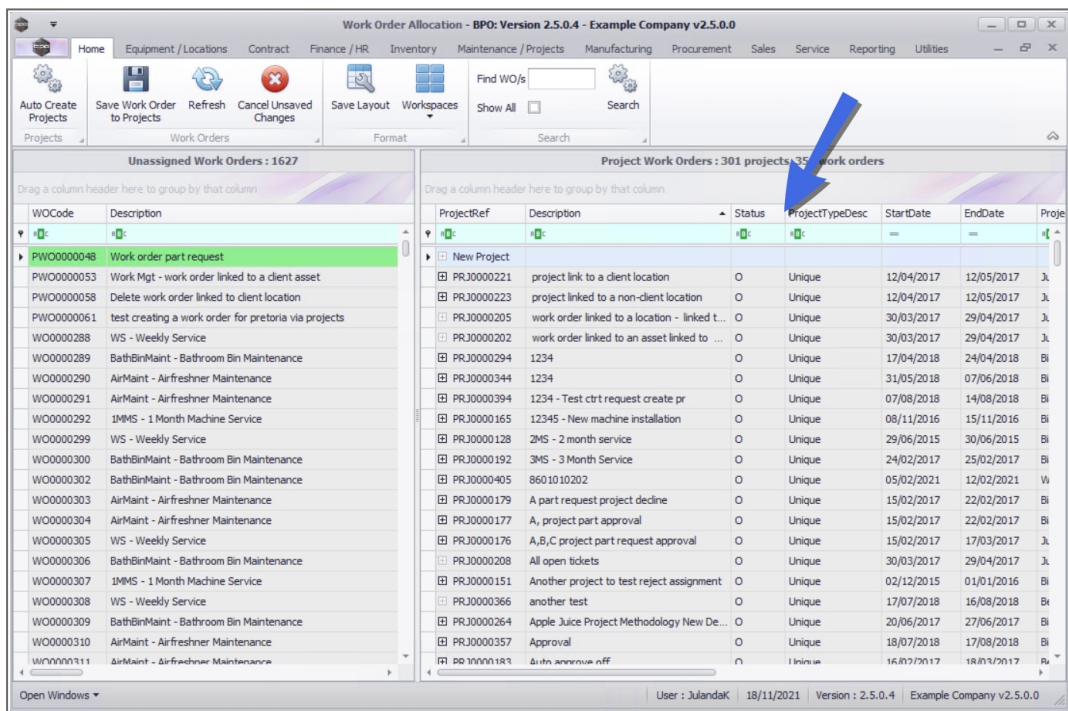
HIDE COLUMNS

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.
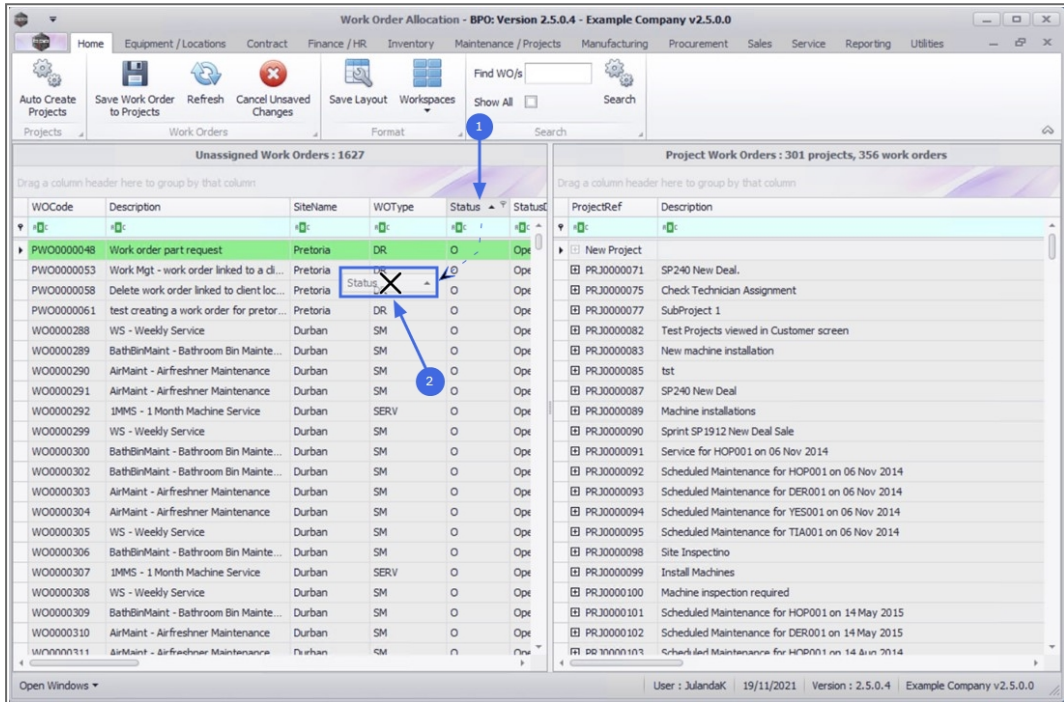4. Click on **Hide This Column**.

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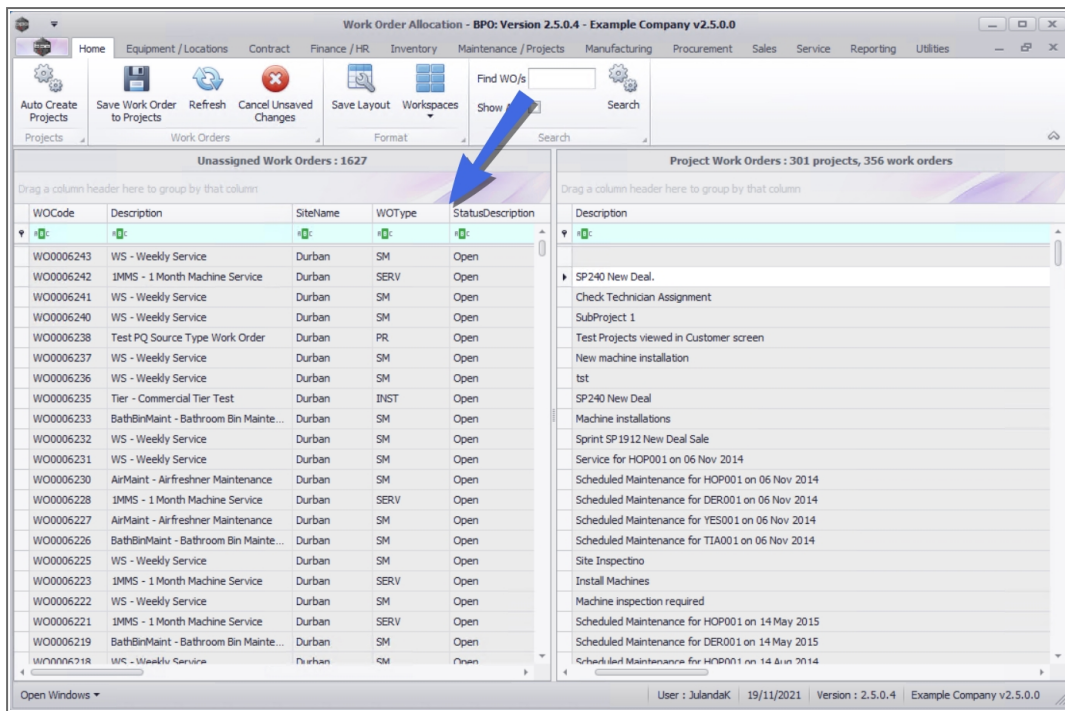
DRAG AND DROP

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.
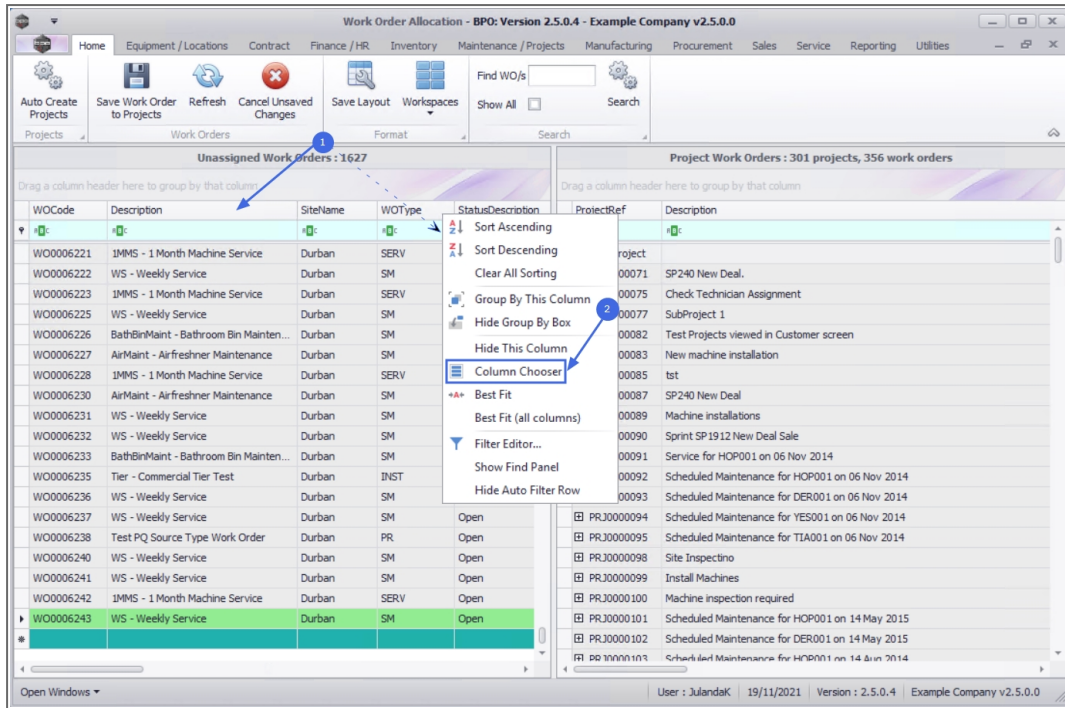

3. The selected column (**Status**) has been **removed** from the data grid.

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.

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

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.
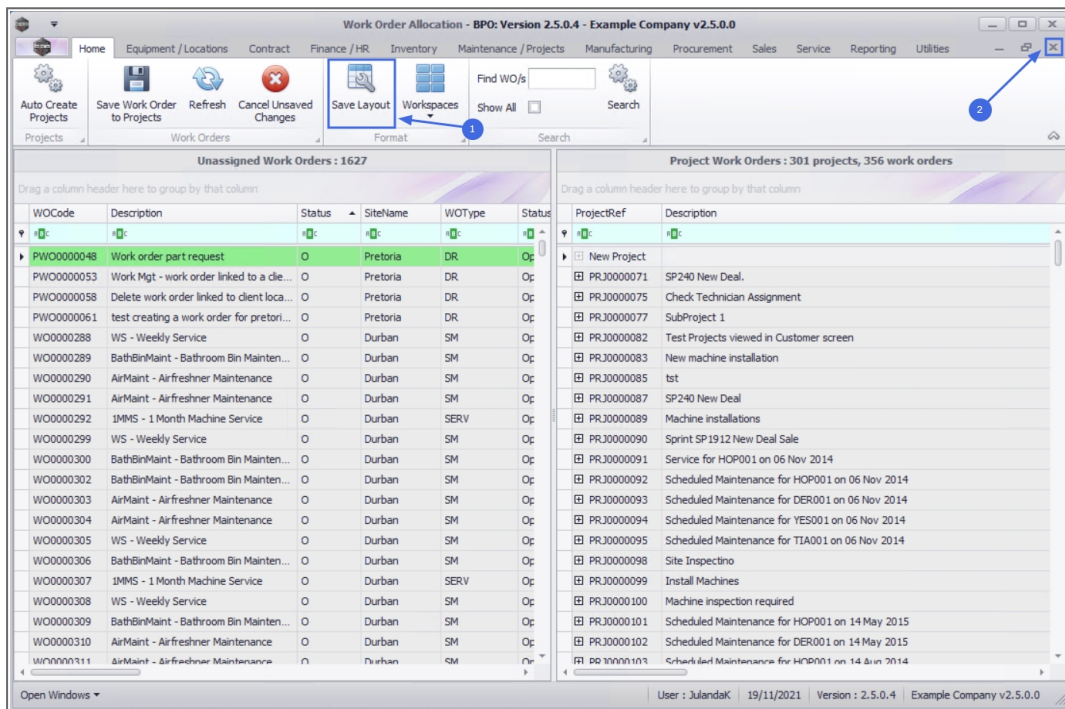
CANCEL UNSAVED CHANGES

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

2. **Close** the screen when done.
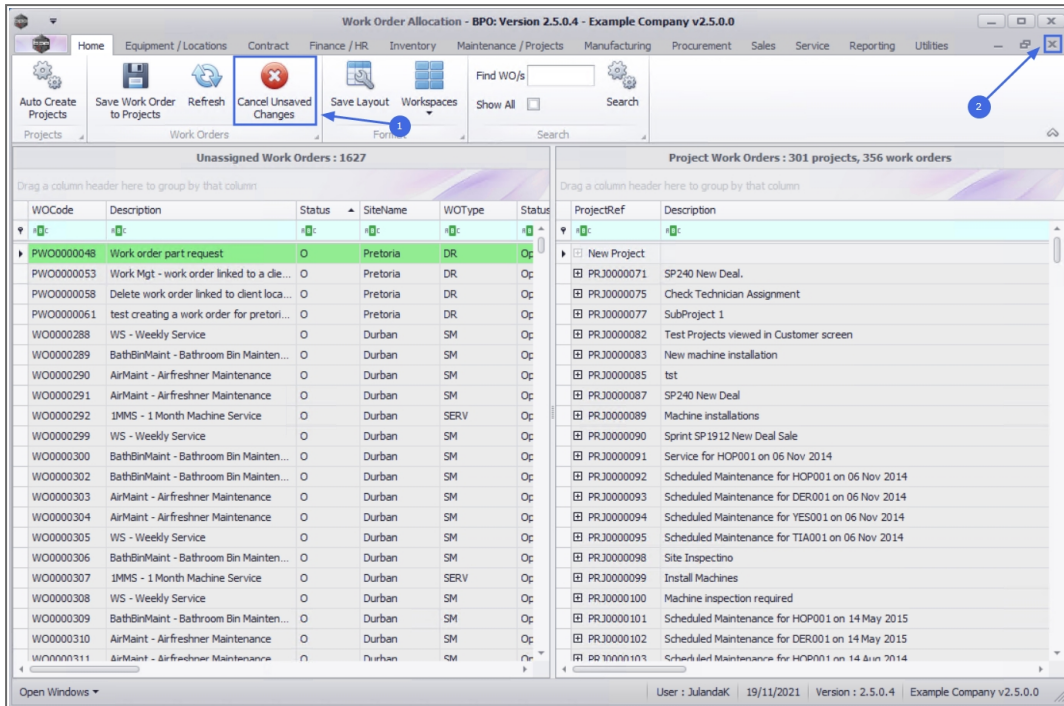
Related References

- BPO2 Data Grid Layouts
- BPO2 Data Grid Filtering

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