

# Affected Work Orders

Wed, Jan 17, 2024 Contracts

The Affected Work Orders screen will appear once an action is performed on the Contract that will affect any existing Work Orders. These actions include removing a Building or changing the date of a Building on the Contract or even cancelling the Contract itself.

1. After performing a Work Order affecting action, the Affected Work Orders Screen is shown. The Work Orders shown in this are either Work Orders raised as closed, PPMs that are not completed or Reactive Work Orders that have not yet reached Pending Attendance:

Affected Work Order Actions

Affected Work Orders (PPM) Show Reactive Select All Clear All Select All Filter Clear All Filter

	Work Order	Created	Building Name	Building Number	Building Start	Building End	Start	End	Status	Action
	Filter...		Filter...	Filter...					Filter...	Filter...
<input type="checkbox"/>	6834075	02/08/2013	(236) - MELTON ...	236	01/08/2013	31/07/2014	27/05/2014	26/06/2014	Pending ...	
<input type="checkbox"/>	6834105	02/08/2013	(26620) - BRECO...	26620	01/08/2013	31/07/2014	14/05/2014	30/06/2014	Pending ...	
<input type="checkbox"/>	6834122	02/08/2013	(275) - BECCLES	275	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834127	02/08/2013	(288) - PETERBO...	288	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834140	02/08/2013	(302) - ACTON	302	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834150	02/08/2013	(313) - WOOD G...	313	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834153	02/08/2013	(316) - SIDCUP	316	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834168	02/08/2013	(331) - PENZANCE	331	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834171	02/08/2013	(334) - REDRUTH	334	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834182	02/08/2013	(345) - BASINGS...	345	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834183	02/08/2013	(346) - BRACKNE...	346	01/08/2013	31/07/2014	01/06/2014	30/06/2014	Pending ...	
<input type="checkbox"/>	6834235	02/08/2013	(424) - BOGNOR ...	424	01/08/2013	31/07/2014	01/08/2013	30/08/2013	Pending ...	
<input type="checkbox"/>	6834258	02/08/2013	(479) - BRENTFO...	479	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834259	02/08/2013	(480) - BRIGHTON	480	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834261	02/08/2013	(483) - CAMBER...	483	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834263	02/08/2013	(486) - CORRING...	486	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	
<input type="checkbox"/>	6834264	02/08/2013	(487) - COWDEN	487	01/08/2013	31/07/2014	01/07/2014	31/07/2014	Pending ...	

Please select an action for the selected work orders Ignore Disassociate De-allocate Cancel

OK Cancel

**Note:** The "Start" and "End" columns show the Visit Start and End Dates for PPMs (from the Building Task Level), or the Work Start and End Date for non-PPM Work Orders - where an 'up to' is set on a Reactive Work Order, the Start Date will be this 'up to' date.

2. From here the User can decide what they would like to happen to those affected Work Orders:

**Disassociate:** this will remove the Work Order(s) from the contract but will still be allocated to the selected resource. This action can only be used with Reactive Work Orders. If you are not de-allocating from a Resource all reactive Work Orders will need to be disassociated to enable the OK button

**De-Allocate:** this will remove the Work Order(s) from the contract and the resource. These Work Order(s) will then need to be **re-allocated** and assigned to your chosen Resource. This action can only be used with Reactive Work Orders.

**Cancel:** this will cancel the Work Orders(s) altogether. This functionality is only applicable to PPM's and is the only option available for PPM Work Orders (please be aware when doing **Powred by PHPKB** (Knowledge Base Software)

this that no cancellation email will be sent to the resource).

**Ignore:** This will only be available for PPMs that overlap with the cancellation date. Any PPMs whose Financial Start and End Dates partially overlap with the cancellation date set will be candidates for either cancellation, if it is known that they will not be attended, or ignored if they need to remain open for attendance.

3. This screen is split between PPM's and Reactive. To switch between these click either the "Show PPM" or "Show Reactive" buttons.

4. Once the Work Orders have been selected and action is chosen, clicking the "OK" button will carry out the action(s) specified. Clicking 'Cancel' will return the User to the previous screen.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=189>