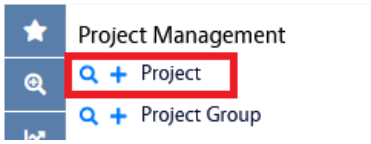
# Adding a Work Order to a Project

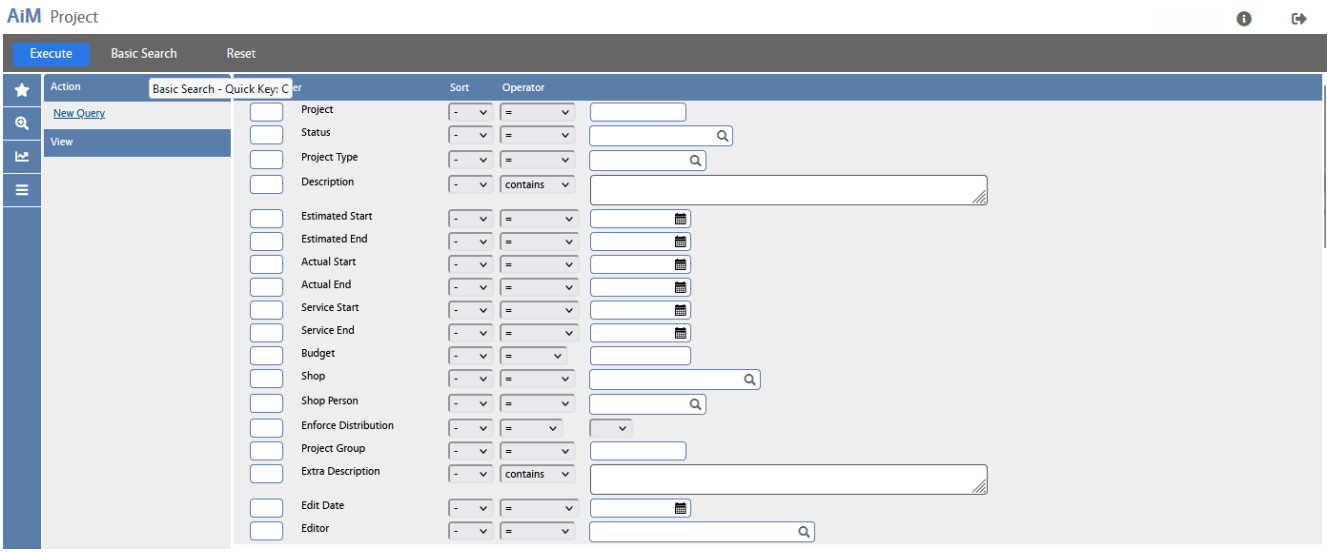
A Project is used to collect multiple Work Orders that are related and allow users to see the Cost Analysis roll up for all the associated Work Orders. Expenses cannot be directly charged to a Project.

1. From the menu, under **Project Management**, select **Project**

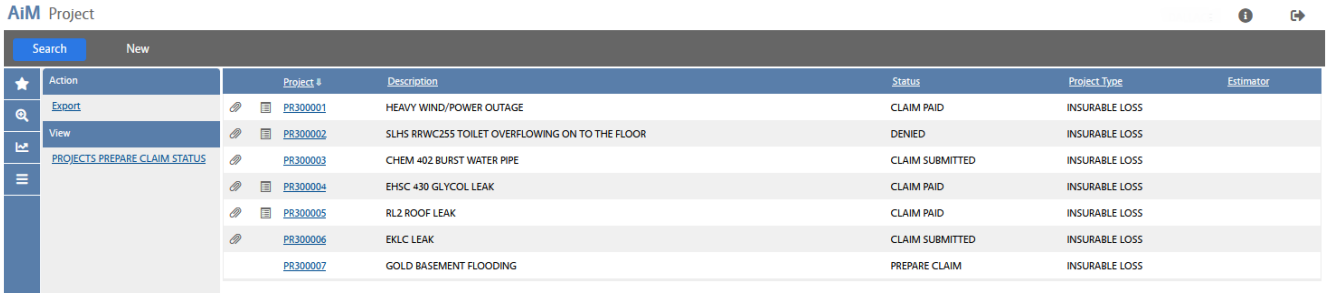



2. Click the Project hyperlink and then click Search

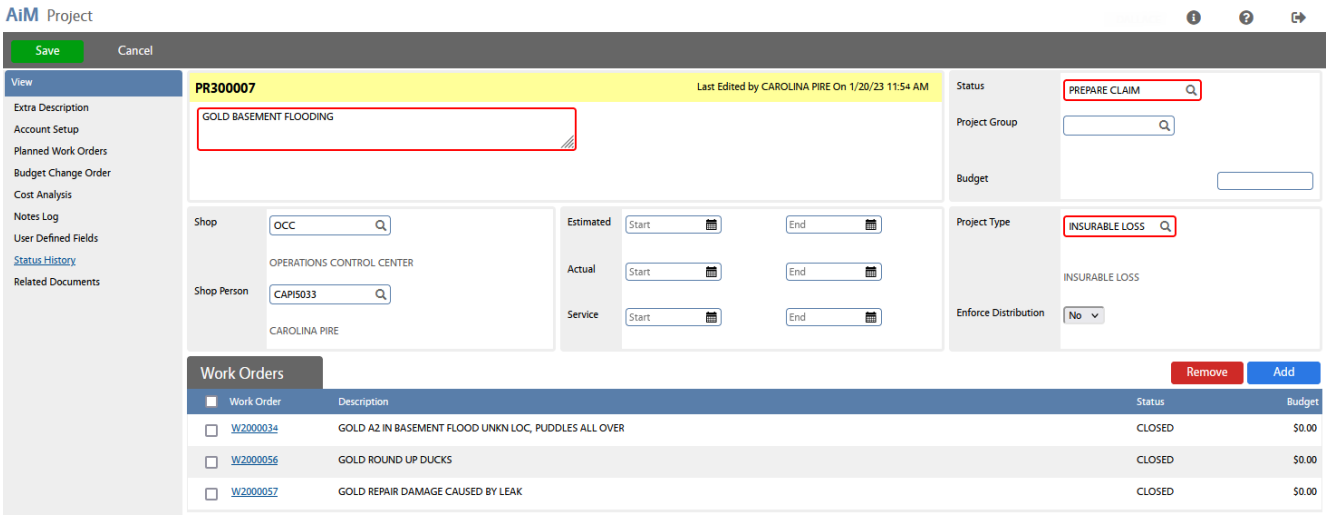
   a. Alternatively, you can click from the menu.



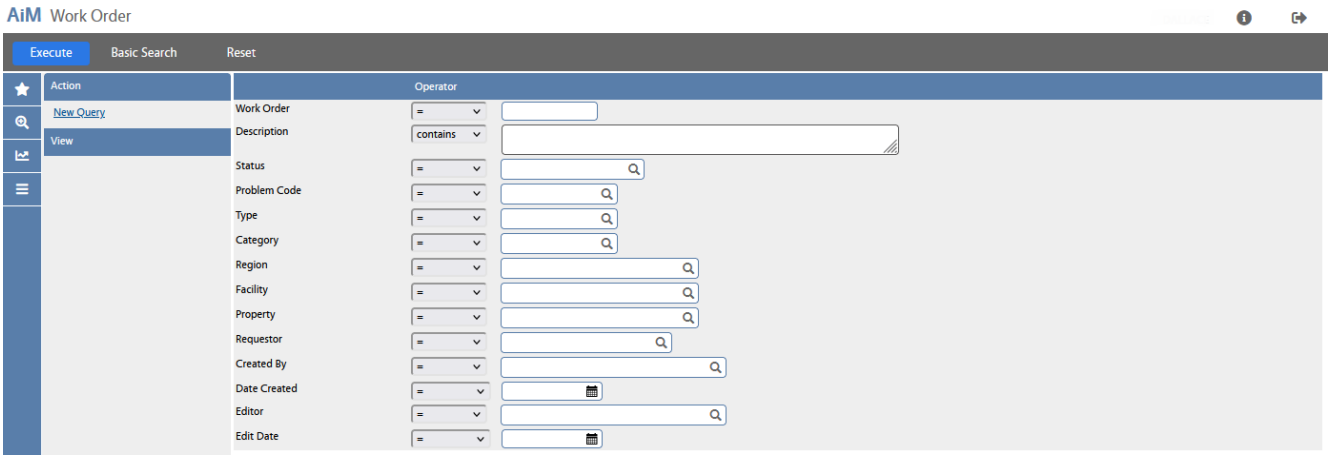

3. Enter the criteria needed to find the Project and click Execute



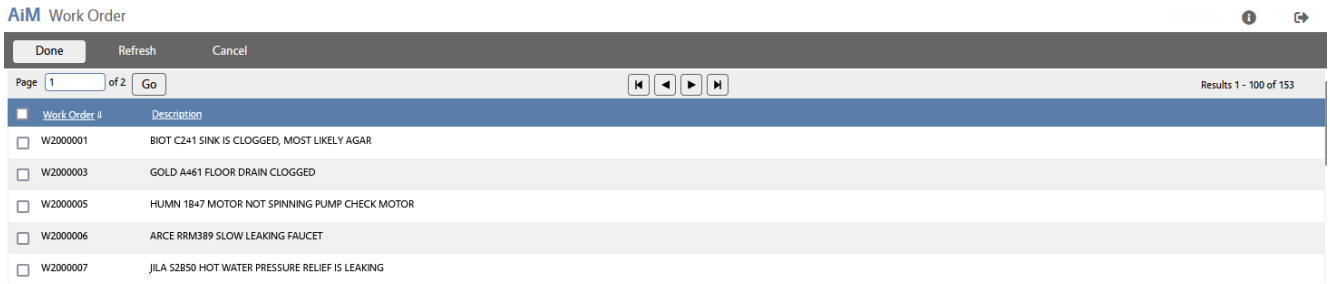

4. Find the Project you need to update and click the Project hyperlink.
5. Click Edit




6. Click Add

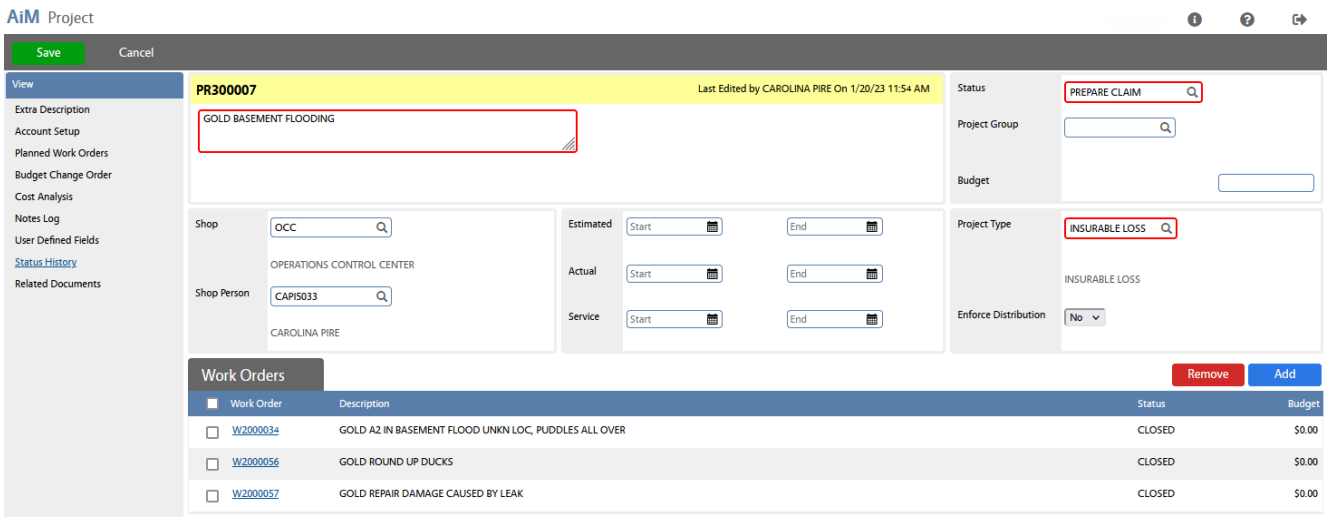



7. Enter the criteria needed to find the Work Order(s) you want to add and click Execute




8. Click the checkboxes next to the Work Orders you want.

9. Click Done


AiM Project
Save
Cancel
View
Extra Description
Account Setup
Planned Work Orders
Budget Change Order
Cost Analysis
Notes Log
User Defined Fields
Status History
Related Documents
PR300007
Last Edited by CAROLINA PIRE On 1/20/23 11:54 AM
GOLD BASEMENT FLOODING
Status
PREPARE CLAIM
Project Group
Budget
Shop
OCC
OPERATIONS CONTROL CENTER
Shop Person
CAPI5033
CAROLINA PIRE
Estimated
Actual
Service
Start
End
Project Type
INSURABLE LOSS
INSURABLE LOSS
Enforce Distribution
No
Work Orders
Remove
Add
Work Order
Description
Status
Budget
W2000034
GOLD A2 IN BASEMENT FLOOD UNKN LOC, PUDDLES ALL OVER
CLOSED
$0.00
W2000056
GOLD ROUND UP DUCKS
CLOSED
$0.00
W2000057
GOLD REPAIR DAMAGE CAUSED BY LEAK
CLOSED
$0.00

10. Click:
Save