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Dispatching projects to devices

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Restrict the visible project list for a device

For a device to only display projects that have been dispatched to it, the *Works Setting* must be set to "*Can only see projects dispatched to device*".

1. Navigate to *Setup > Devices*.
2. Click on a device.

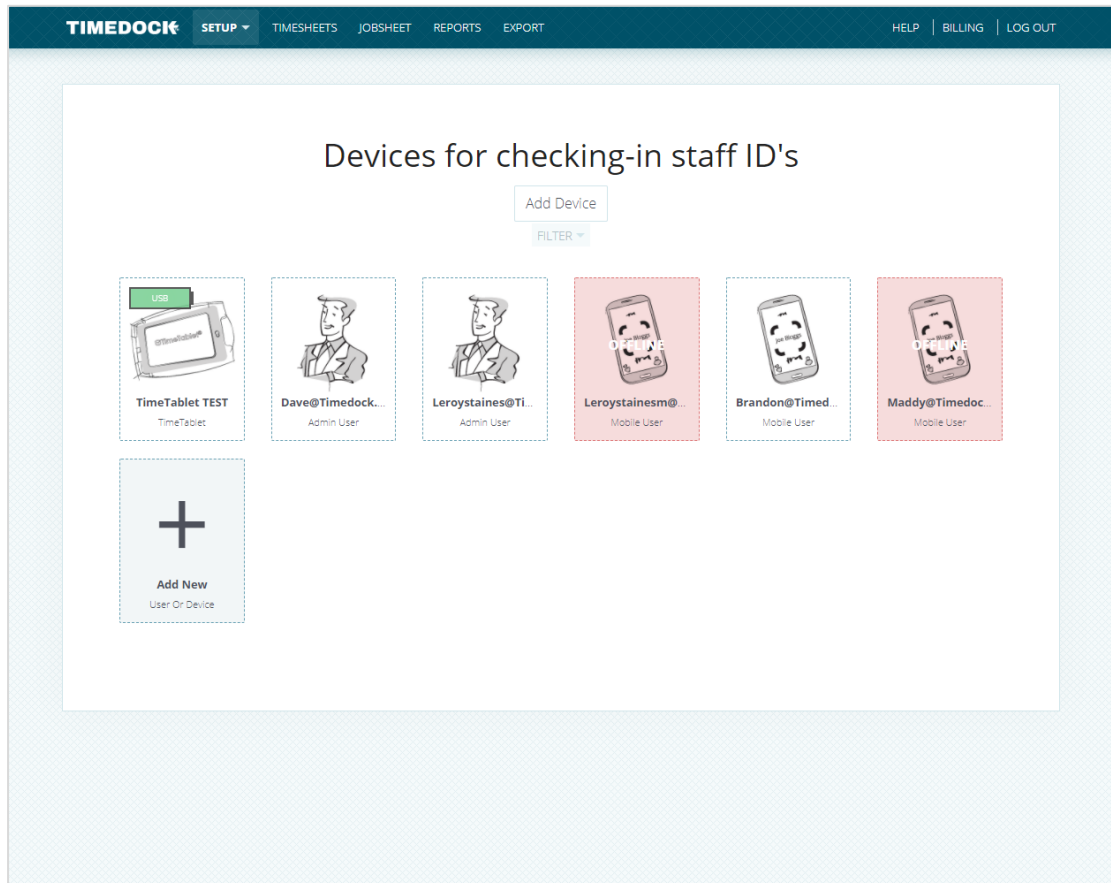3. Set the *Works Setting* to *"Can only see projects dispatched to device"*.

4. Click *Save*.

View projects currently dispatched to a device

Follow these steps to view what projects (if any) are currently dispatched to a device:

1. Navigate to *Setup > Devices*.

2. Click on a device.

3. If at least 1 *open* project is dispatched to the device, a link will be displayed underneath the device name displaying how many *open* projects are dispatched.

Click this link to view the *open* dispatched projects.

4. A list of *open* dispatched projects for this device will be displayed.

Dispatching new projects to a device

Follow these steps to dispatch a new project to a device:

1. Navigate to *Setup > Projects* and click *New* on the left-hand menu.
2. Enter the details for the project and select what devices to dispatch it to by choosing from the *Show on devices* list.
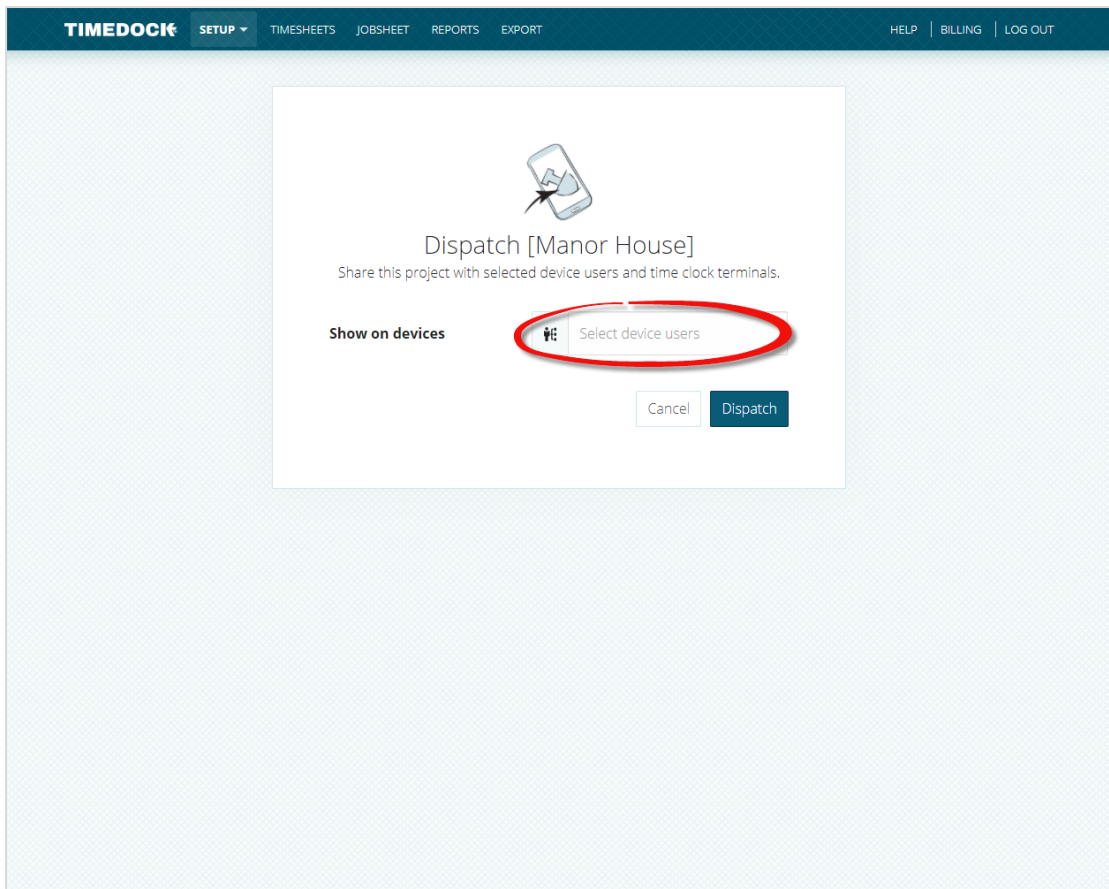

3. Click *Save*.

Dispatching existing projects to a device

Follow these steps to dispatch an existing *open* project to a device:

1. Navigate to the *Jobsheet* page.
2. Find the *open* project in the *Jobsheet* list, and click the mobile phone icon at the end of the table row.
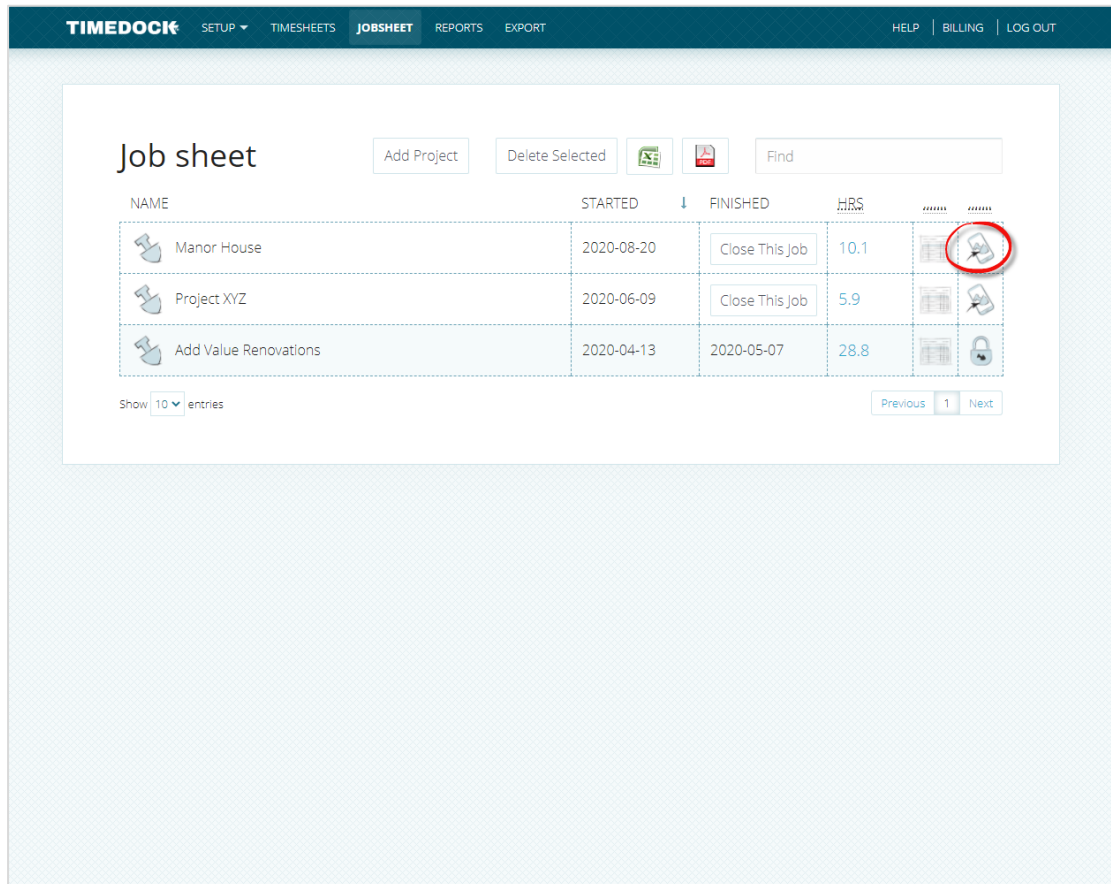
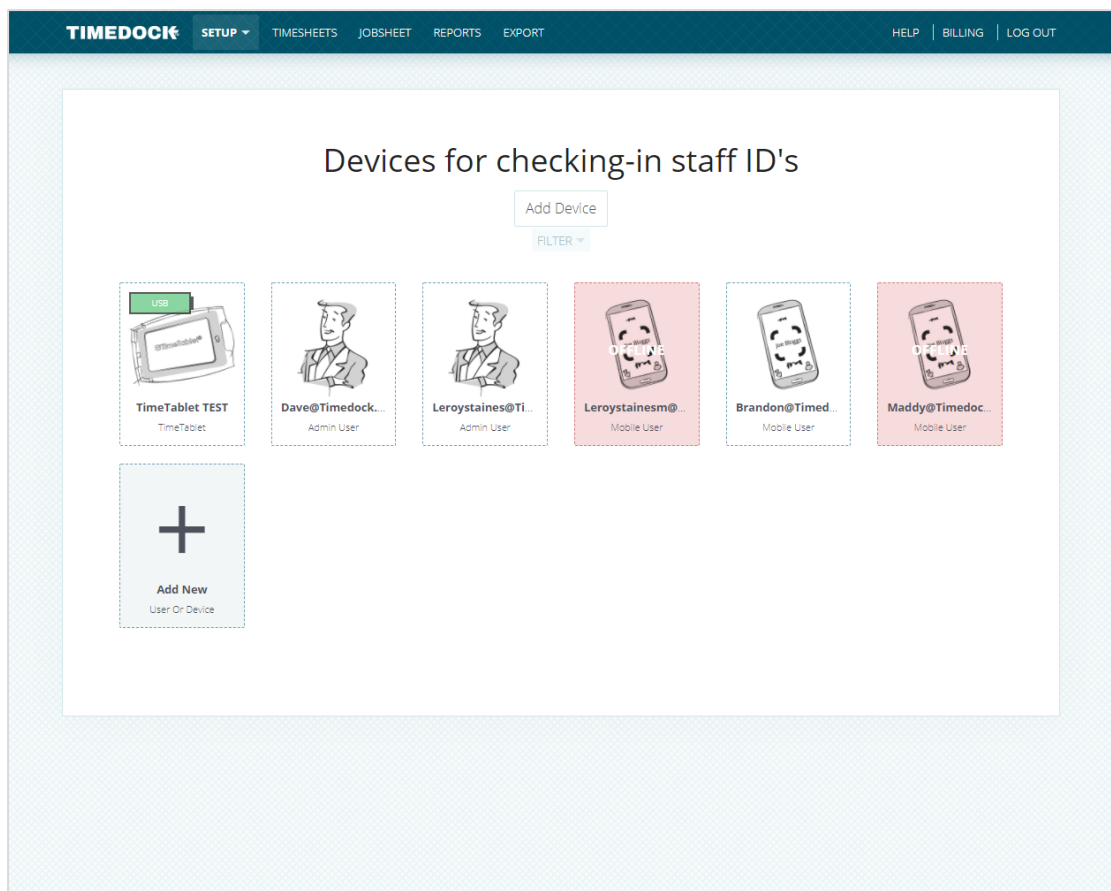3. Choose the device(s) to dispatch the project to from the *Show on devices* list.

4. Click *Dispatch*.

Un-dispatching projects from a device

Closing or deleting projects from the *Jobsheet* page will automatically un-dispatch them from any devices.

Follow these steps to un-dispatch *open* projects from a device:

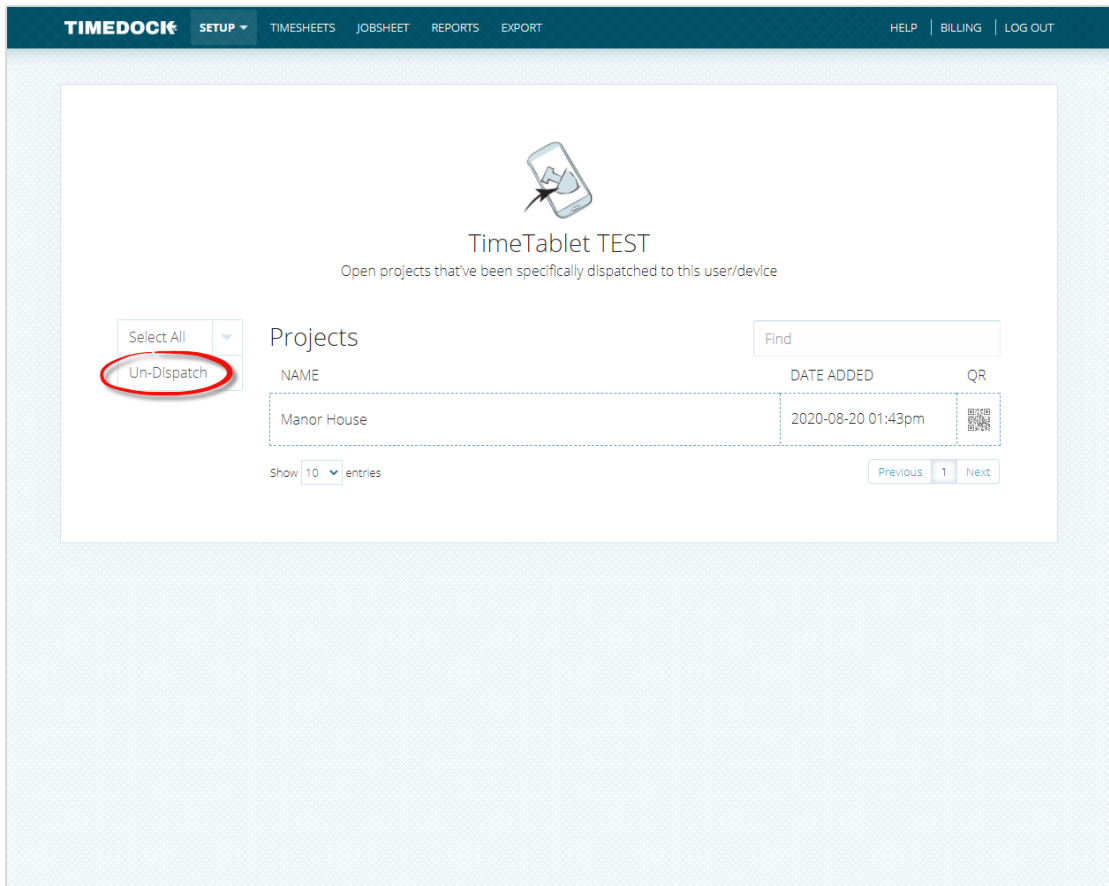1. Navigate to *Setup > Devices*.
2. Click on a device.

3. If at least 1 *open* project is dispatched to the device, a link will be displayed underneath the device name displaying how many *open* projects are dispatched.

Click this link to view the *open* dispatched projects.

4. Select the projects to un-dispatch by clicking on the table rows to highlight them. Click on *Un-dispatch* in the left-hand menu

Automatic project selection for TimeTablet

To turn on automatic project selection on a TimeTablet, it must have only *one* project available for selection.

Ensure that only *one* open project is dispatched to it, the *Job selection* setting set to *"Must select a job if one or more is available"* and the *Works Setting* set to *"Can only see projects dispatched to device"* .
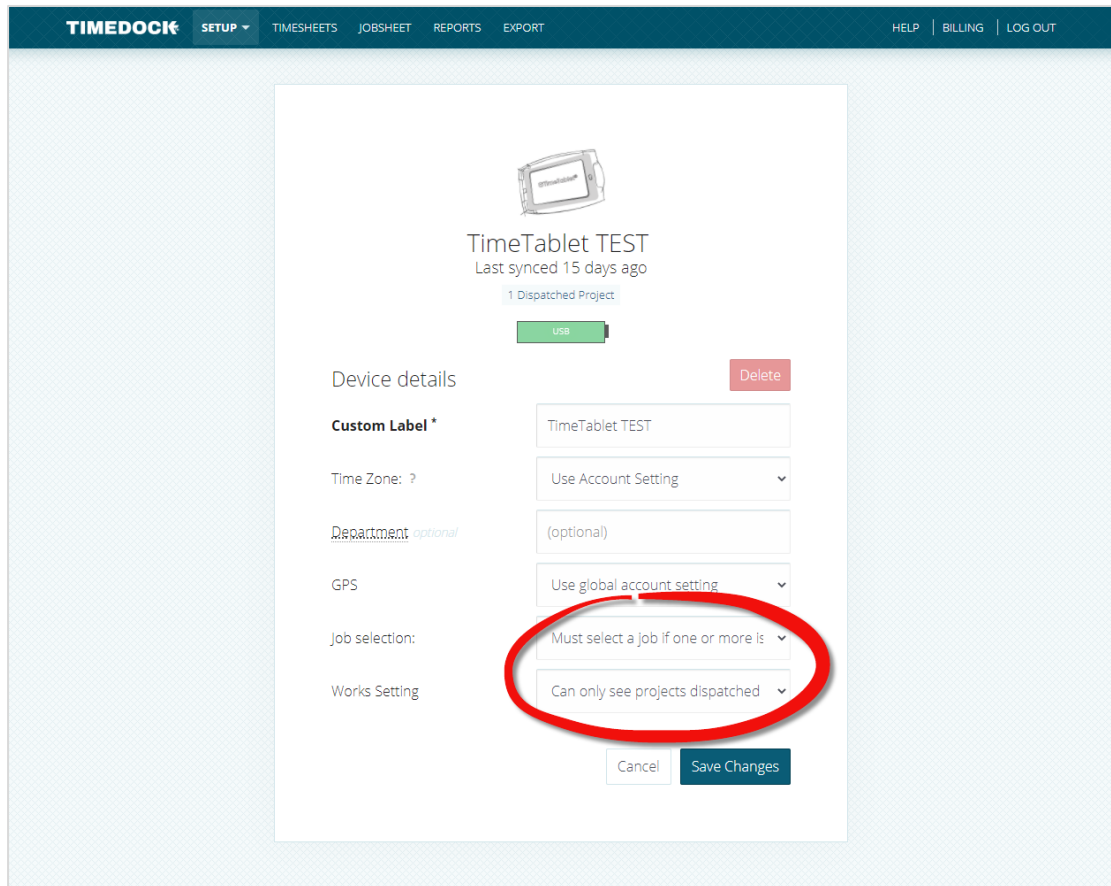
1. Navigate to *Setup > Devices*.
2. Click on the *TimeTablet* device.
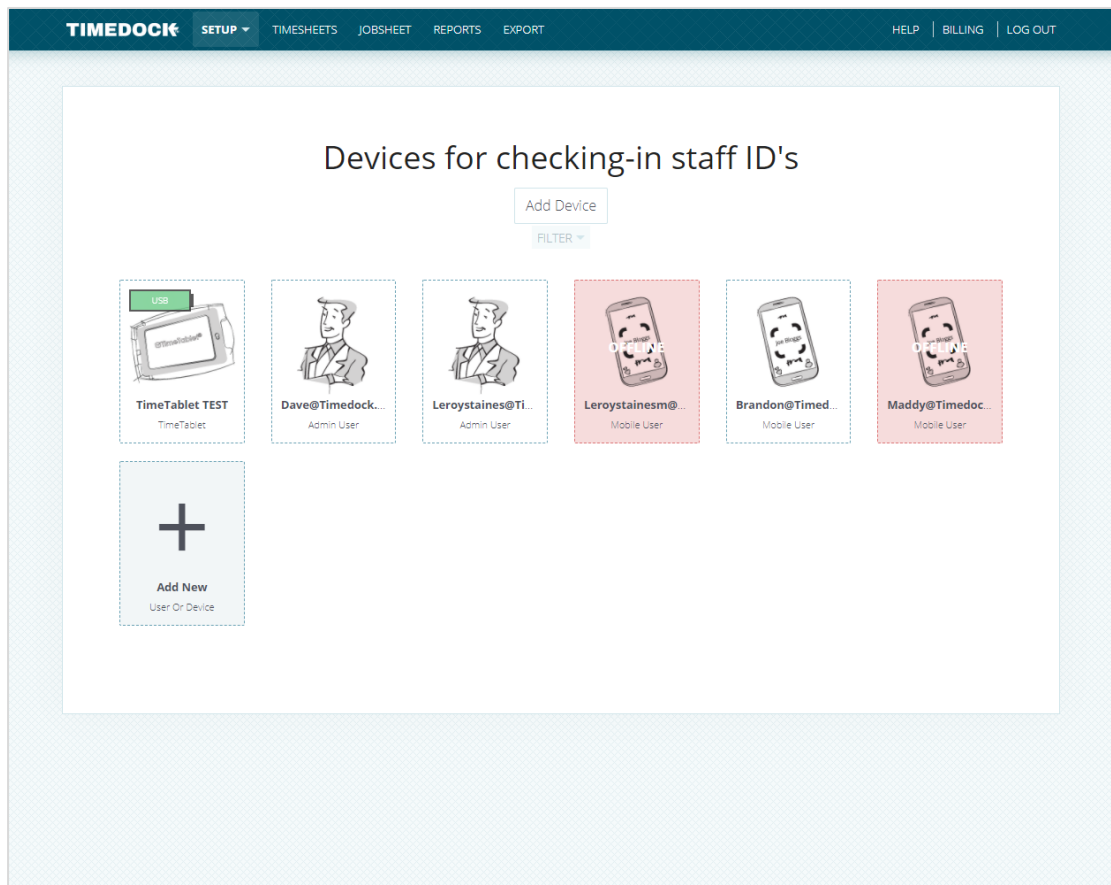
3. Set the *Job selection* setting to *"Must select a job if one or more is available"* and the *Works Setting* to *"Can only see projects dispatched to device"*.

4. Click *Save*.