Dispatching projects to devices

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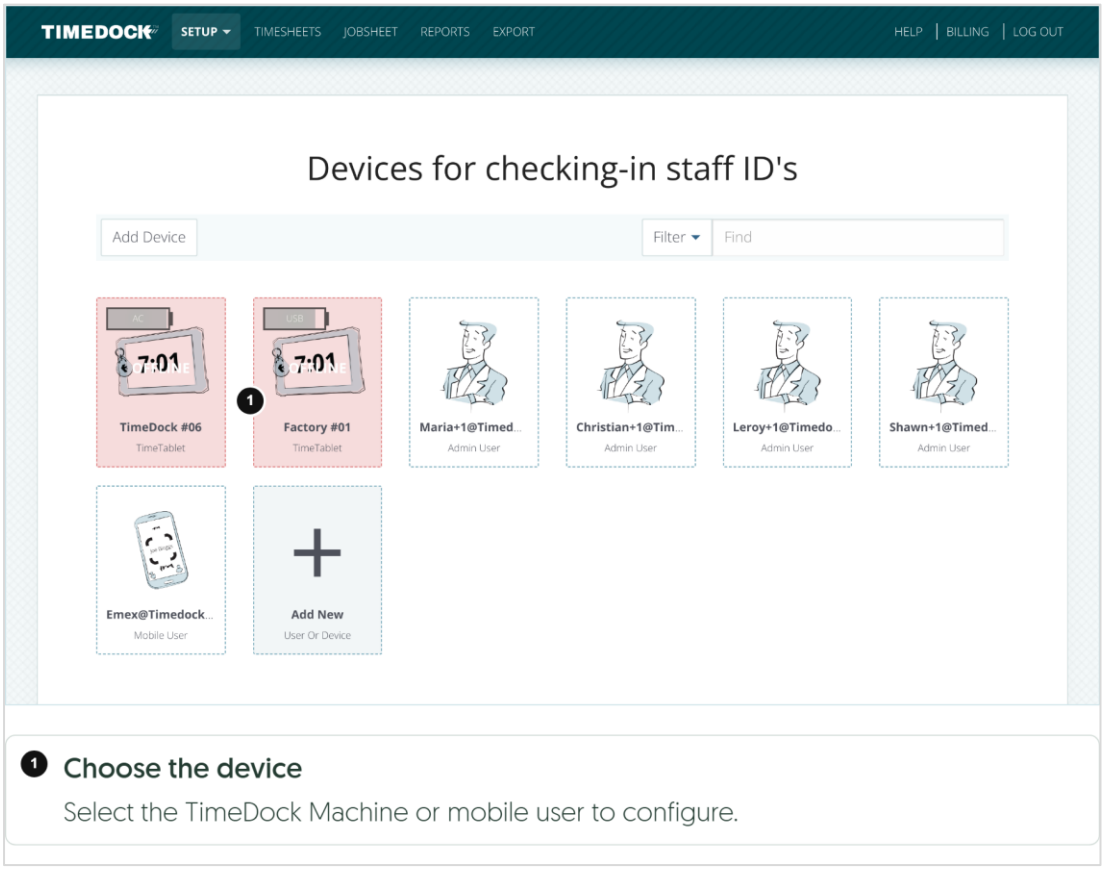
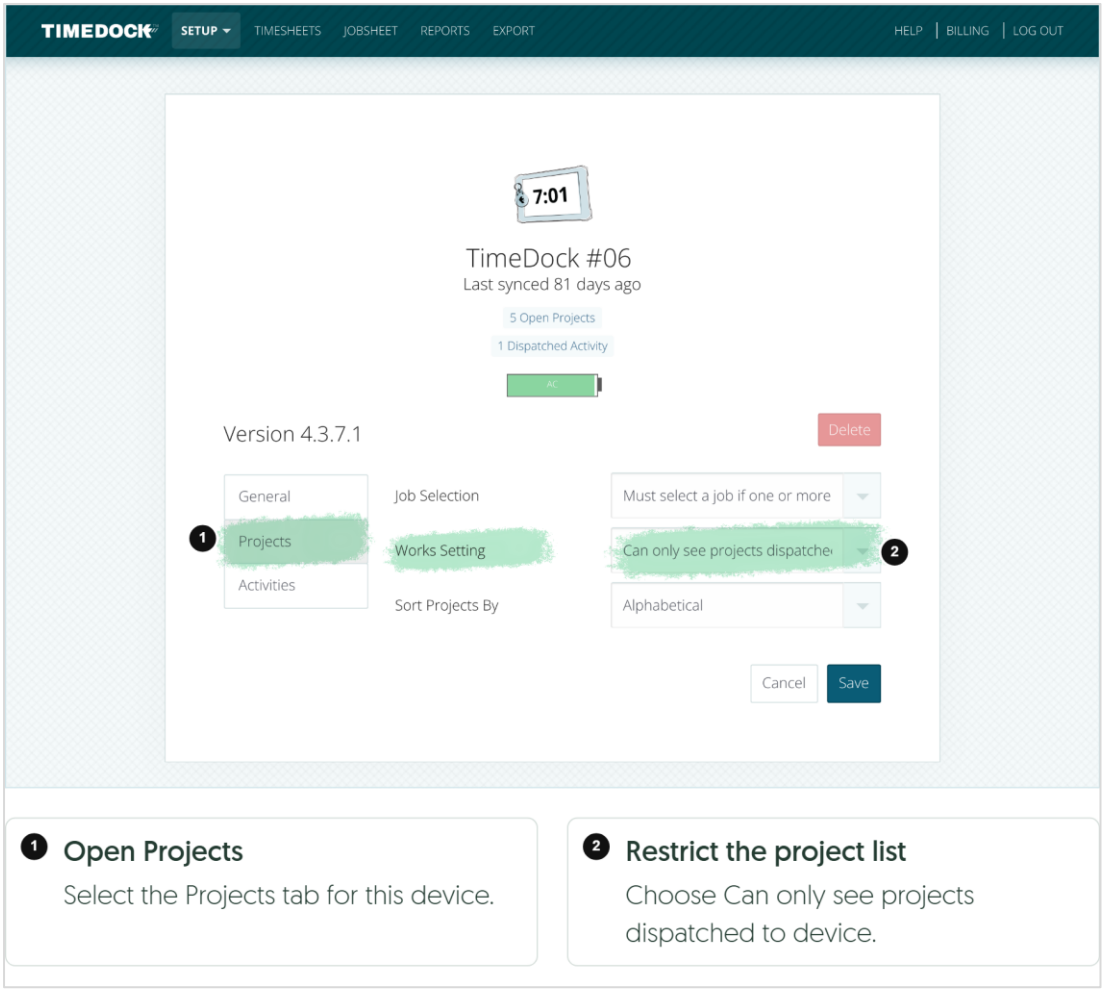
Restrict the visible project list for a device

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"*.

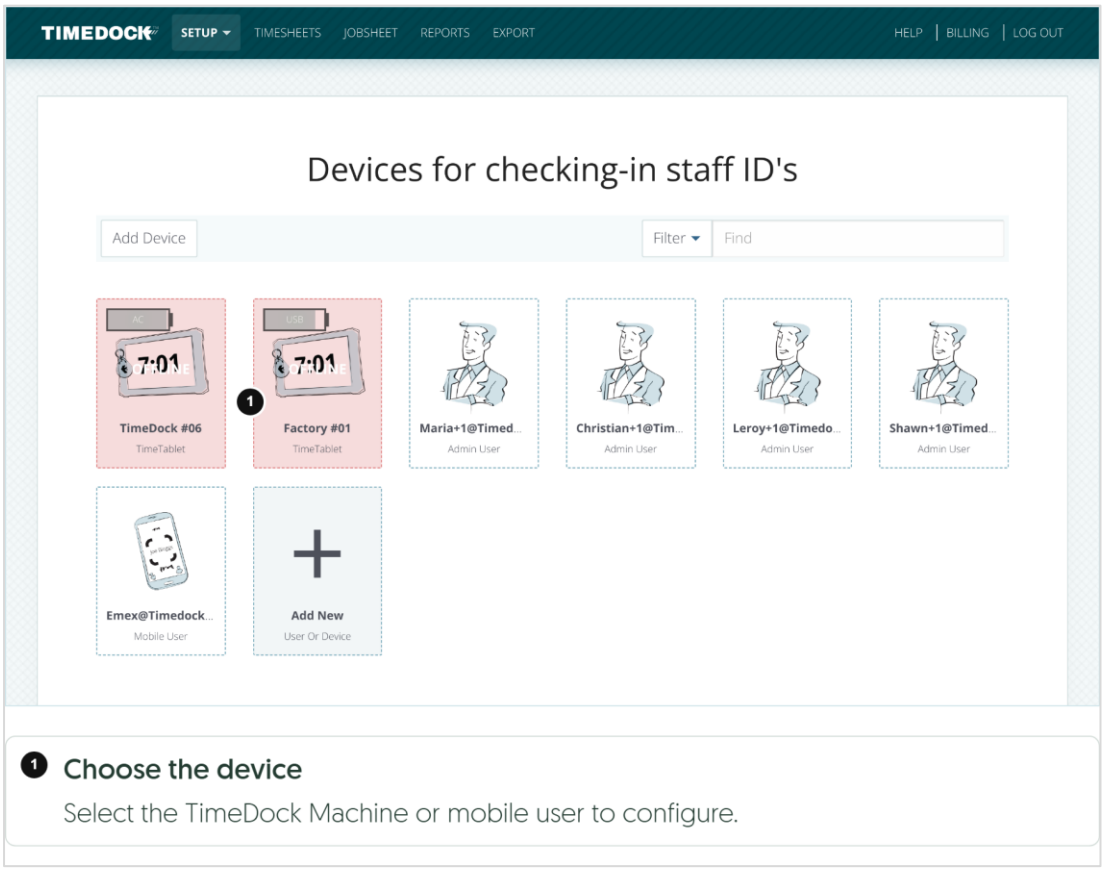


4. Click *Save*.

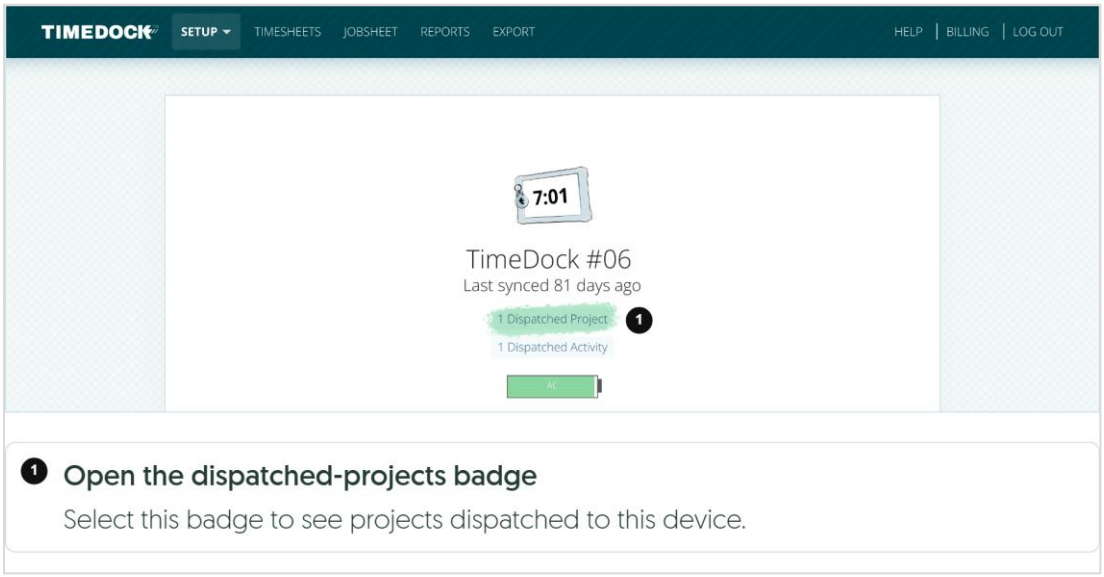
View projects currently dispatched to a device

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

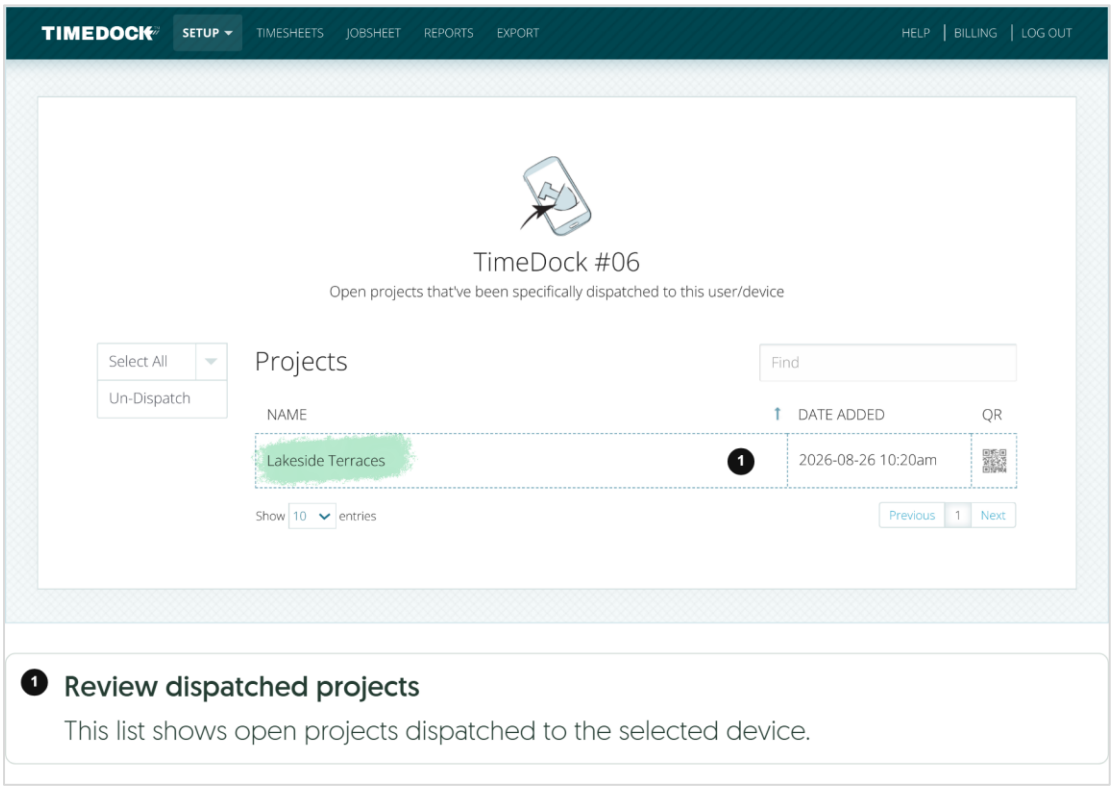
1. Navigate to *Setup* > *Devices*.
2. Click on a device.



3. With Works Setting set to "Can only see projects dispatched to device", a dispatched-projects badge appears beneath the device name when at least one *open* project is dispatched to it. Select the badge to view those projects.



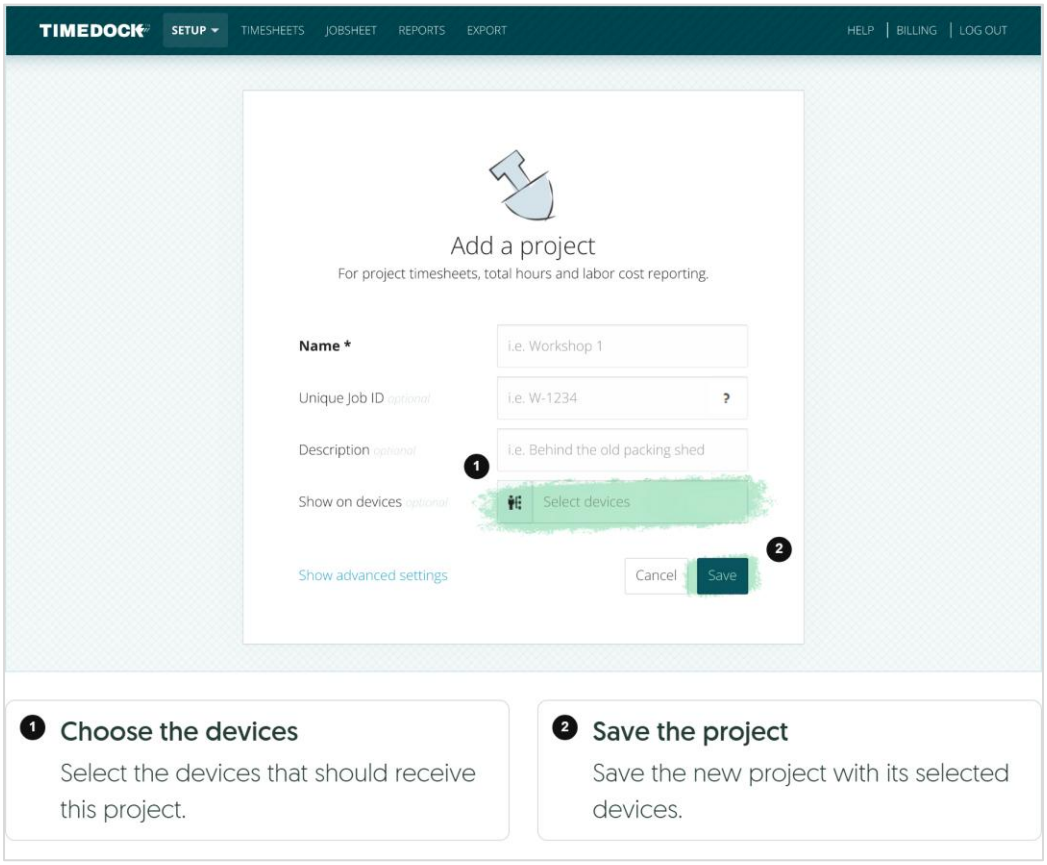
4. A list of *open* dispatched projects for this device will be displayed.



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.

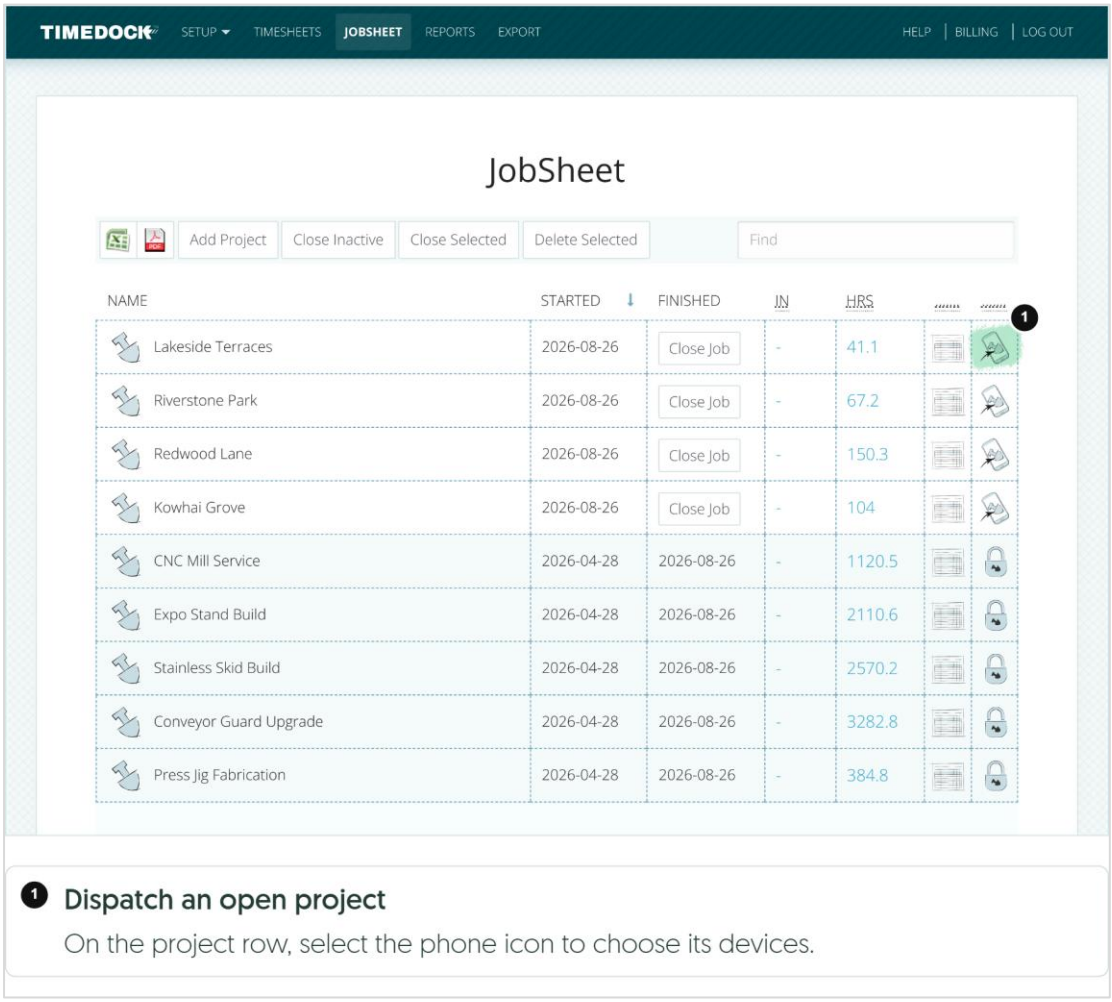


3. Click ***Save***.

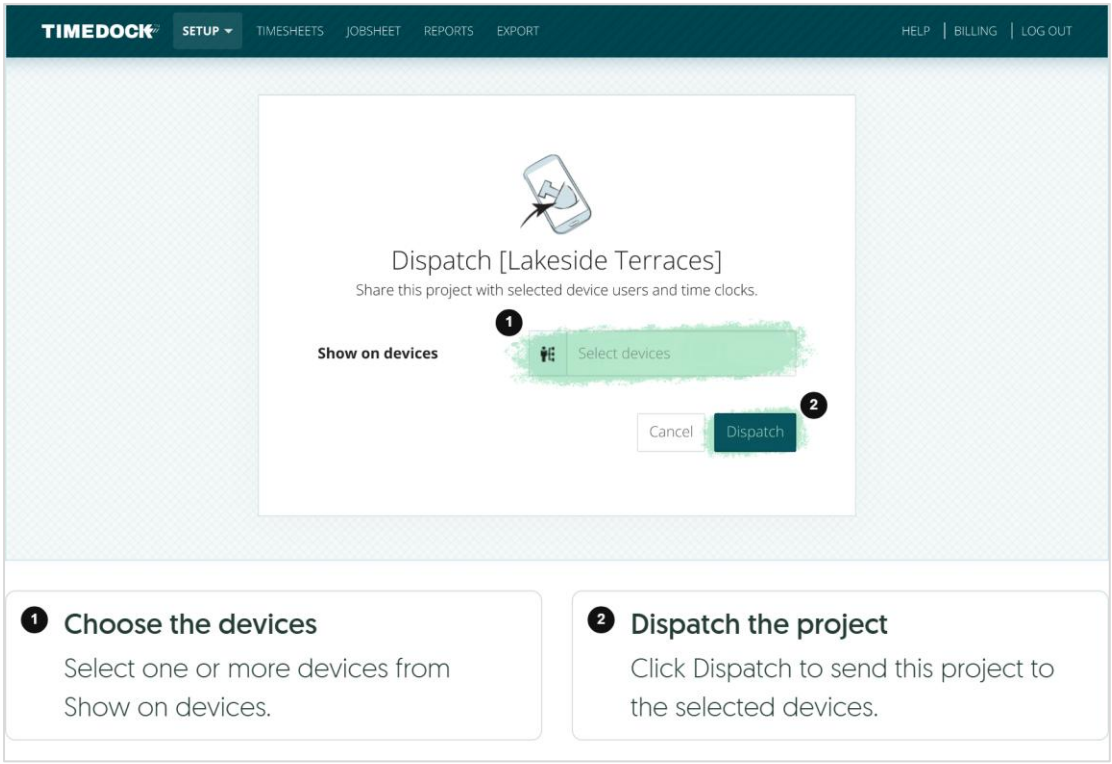
Dispatching existing projects to a device

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.



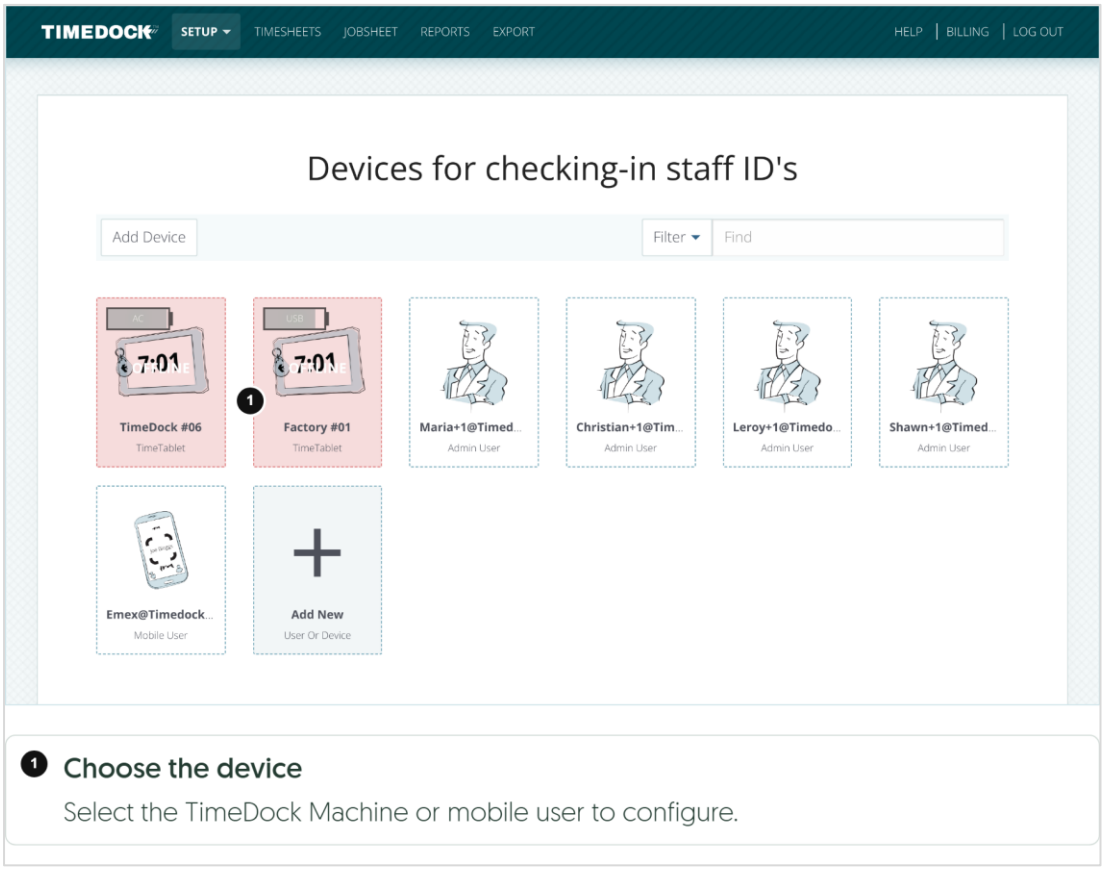
4. Click *Dispatch*.

Un-dispatching projects from a device

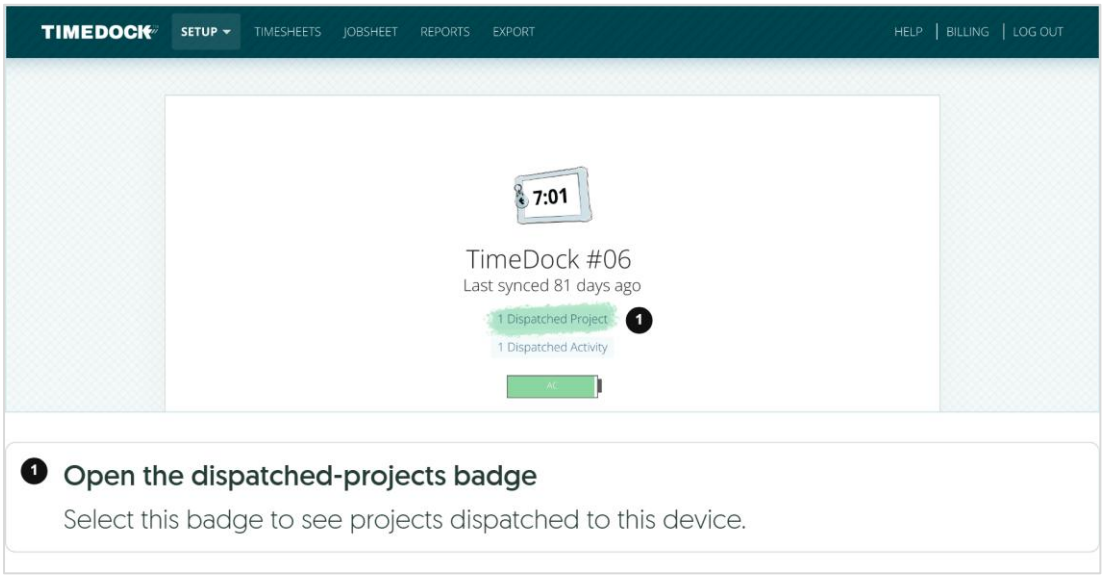
Closing or deleting a project from the ***Jobsheet*** page automatically un-dispatches it from all devices.

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

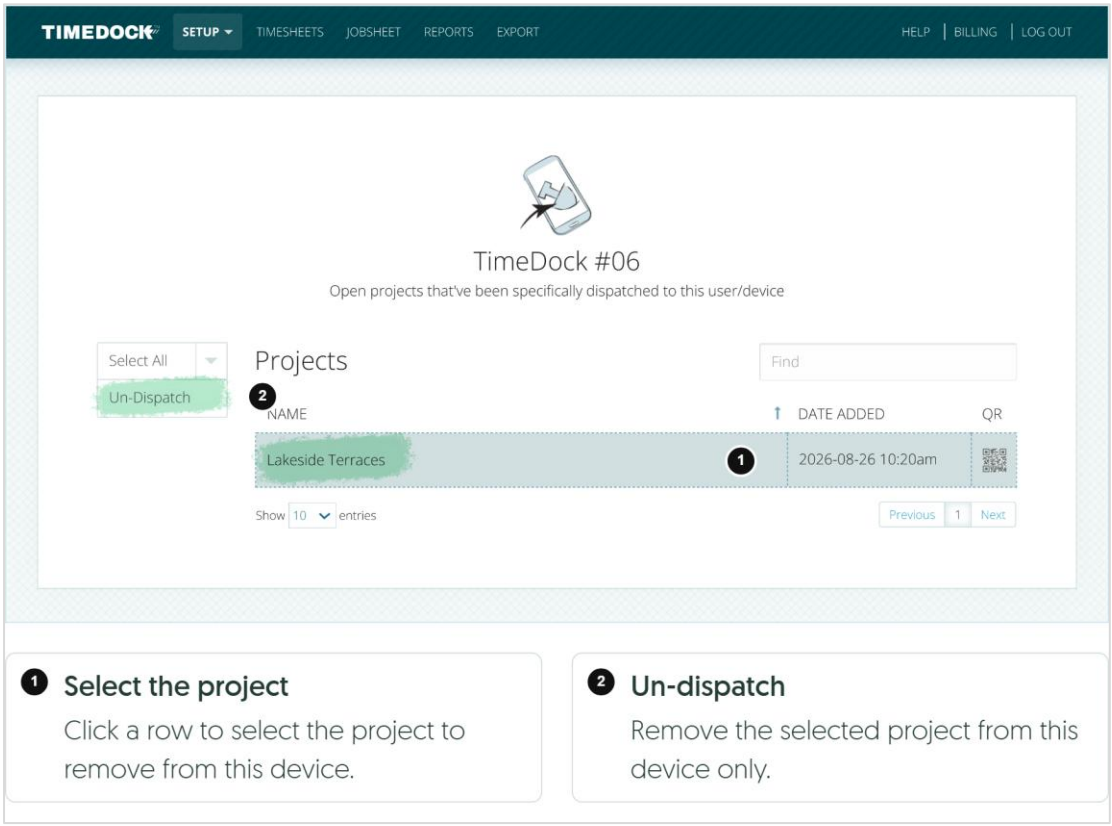
1. Navigate to ***Setup*** > ***Devices***.
2. Click on a device.



3. With Works Setting set to "Can only see projects dispatched to device", a dispatched-projects badge appears beneath the device name when at least one ***open*** project is dispatched to it. Select the badge to view those projects.



4. Select the projects to un-dispatch by clicking their rows, then click ***Un-dispatch*** in the left-hand menu. This removes them from this device only.

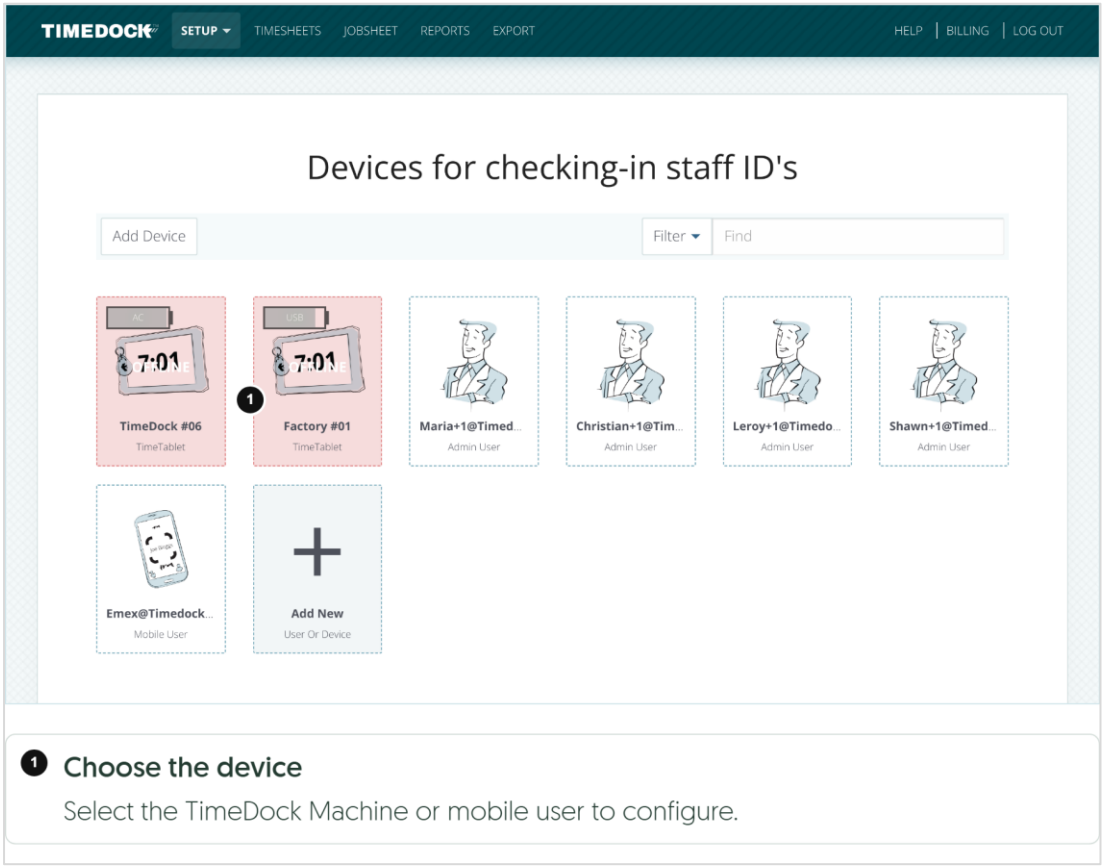


Automatic project selection for TimeDock Machine

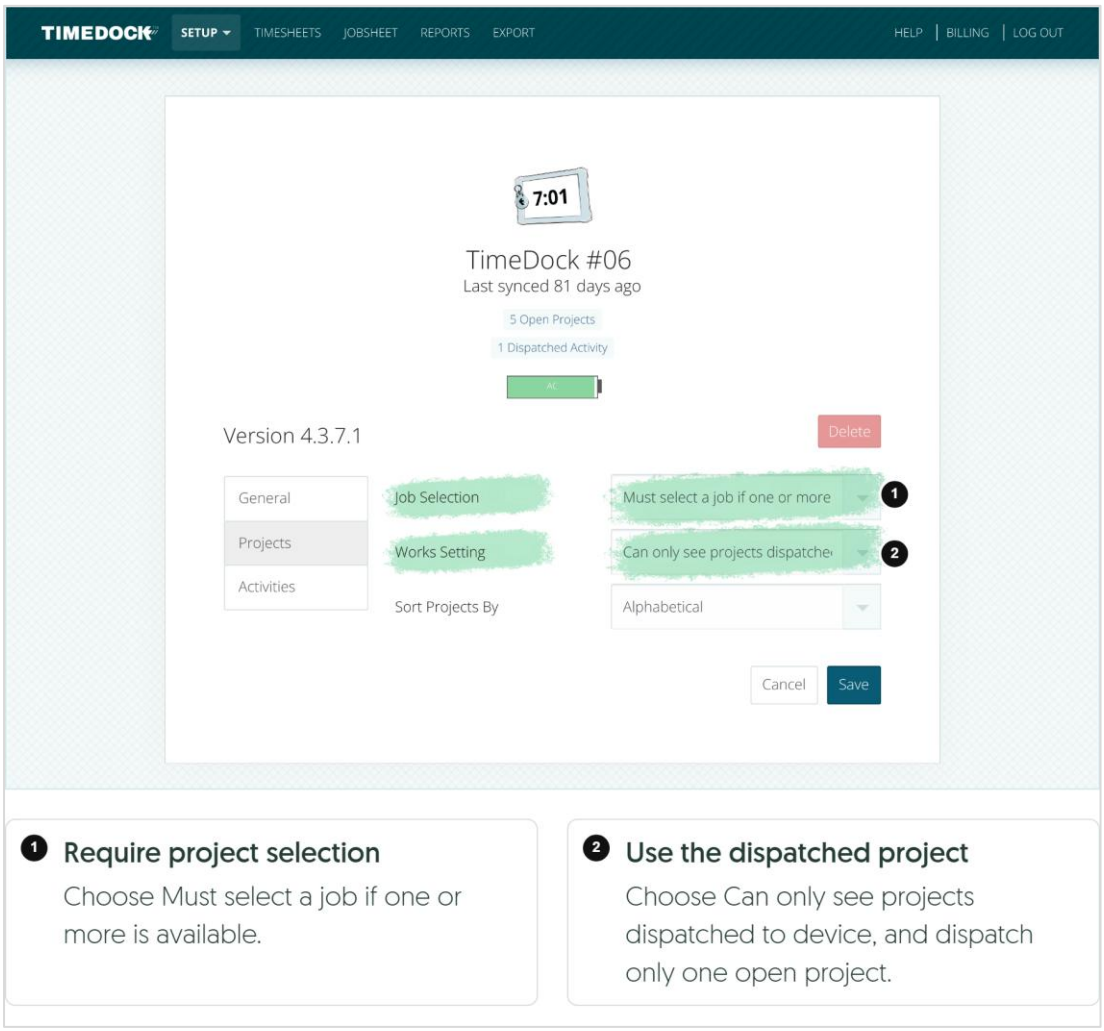
To turn on automatic project selection on a TimeDock Machine, it must have only ***one*** project available for selection.

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 ***TimeDock Machine*** 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*.