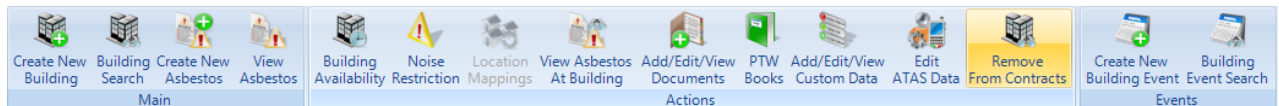


Remove From Contracts

Wed, Jan 17, 2024 Building Sub Menus

After entering a Contract Managed End Date the user can then choose to remove/shorten the dates for this building on any contract that it is applicable to. This can be done in the following way:

1. To remove/shorten the dates on a Contract for the Building the user has just entered the Contract Managed End Date for. From the Buildings list, highlight the Building that has just been modified and saved. The "Remove From Contracts" button will now be visible.



Note: This will only appear if there is a Contract Managed End Date

2. Clicking on the "Remove From Contracts" button will open up a screen that will show you every contract that applies to this Building/Contract Managed End Date.

Select Periods

Contract Periods							Select All	Select Filter	Clear All	Clear Filter
	Code	Name	Period Start Date	Period End Date	Building Start Date	Building End Date				
<input type="checkbox"/>	Filter...	Filter...								
<input type="checkbox"/>	310/1	PAT - TM Facilities Services Ltd	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	992/1	Planned Lighting - NG Bailey	01/01/2014	31/12/2014 23:59	01/01/2014	31/12/2014 23:59				
<input type="checkbox"/>	524/1	Plumbing and Drainage Comp Costs - Mitton	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	318/1	Pumps - Northwest Maintenance	01/08/2014	31/07/2015 23:59	03/09/2014	31/07/2015 23:59				
<input type="checkbox"/>	517/1	Rapid Action Doors - Envirodoor	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	625/2	Refrigeration - Cold Service	01/10/2014	30/09/2015 23:59	01/10/2014	30/09/2015 23:59				
<input type="checkbox"/>	671/1	Refrigeration Alarm Controls - JTL	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	628/1	Refrigeration Case Clean - Servest	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	1038/1	Refrigeration Leak Detection - CPC UK	01/07/2014	30/06/2015 23:59	01/07/2014	30/06/2015 23:59				
<input type="checkbox"/>	657/1	Refrigeration Monitoring - CDK	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	439/2	Roller Shutter - Armourpost	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	354/2	Signage - Butterfield Services Ltd	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	848/1	Trend Bureau - Mitton Mechanical	01/02/2014	31/01/2015 23:59	01/02/2014	31/01/2015 23:59				
<input type="checkbox"/>	848/1	Trend Bureau - Mitton Mechanical	01/02/2015	31/01/2016 23:59	01/02/2015	31/01/2016 23:59				
<input type="checkbox"/>	526/1	Water - Mitton	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	487/1	Water Softener - Feedwater Ltd	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				
<input type="checkbox"/>	536/1	Window Cleaning - Nationwide	01/08/2014	31/07/2015 23:59	01/08/2014	31/07/2015 23:59				

OK Cancel

3. From here Users can perform various activities including Select All, Select Filter, Clear All and Clear Filter.

4. Use the "Select All" or "Clear All" buttons to select/deselect the entire list.

5. If the User has filtered the list of contracts, clicking on the Select Filter or Clear Filter will select/deselect all of the filtered Contracts.

6. Alternatively each contract can be selected individually by clicking on the tick box on the left hand side of the window.

7. Once the relevant contracts have been selected click on the "OK" button. If there are any work orders that will be affected by removing this Building from the Contract(s) selected the [Affected Work Orders](#) screen will then open:

Work Order	Created	Contract Code	Contract Name	Period Start	Building Name	Building Number	Building Start	Building End	Start
Filter...		Filter...	Filter...		Filter...	Filter...			
7759743	01/08/2014	352/2	External Featur...	01/08/2014			01/08/2014	31/07/2015	01/07/2015

8. After the affected work orders are dealt with the "Remove from Contracts Progress" screen will open.

Code	Name	Period Start Date	Result
Filter...	Filter...		Filter...
548/1	DRP - Rextec	01/08/2014	Success

9. If the contract is in the process of being edited then the "View Locks" button will be enabled. Clicking on this will display the details of the user that is currently editing the

Contract(s).

10. Clicking "Close" will return the User back to the Building List.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=101>