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

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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:

Affected Work Order Actions											
A	Affected Work Orders (PPM) Show Reactive Select All Clear All Select All Filter Clear All Filter										Filter
		Work Order	Created	Contract Code	Contract Name	Period Start	Building Name	Building Number	Building Start	Building End	Start
	1	Filter		Filter	Filter		Filter	Filter			
		7759743	01/08/2014	352/2	External Featur	01/08/2014			01/08/2014	31/07/2015	01/07
•	۲										
PI	Please select an action for the selected work orders Ignore Disassociate De-allocate Cancel									Cancel	
									OK	Can	cel

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

Remove from Contracts Progress								
Progress	Progress View Locks							
Code	Name	Period Start Date	Result					
Filter	Filter		Filter					
548/1	DRP - Rextec	01/08/2014	Success					
			Close					

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

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Contract(s).

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

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