## Add Buildings

💾 Wed, Jan 17, 2024 🛛 🖿 SRA Actions

1. To add Buildings against Task Types click the Actions button next to the Work Order Types, Sub Work Order Types and Equipment/Service Types field.

Work Order Types, Sub Work Order Types & Equipment/Service Types

2. This menu will be displayed:

Task Types												
	Add Task Type(s)											
	Change Task Type SLRs											
	Copy Task Type SLRs To Task Type(s)											
	Change Task Type Notes											
	Remove Task(s)											
Buildings												
	Add Building(s) to Task Type(s)											
	Copy Task Type Buildings To Task Type(s)											
	Remove Building(s) from Task Type(s)											

3. Click on the Add Building(s) to Task Types(s). This window will then open:

Add Buildings										
	Add	Buildings Bulk Select Sele	ect All Clear A	II Select All Filter Clear All Filter Select Not Filtere	d					
ſ		Building Known As	Building No.	Building Name	*					
		Filter	Filter	Filter						
		Government Buildings (S0825)	S0825	Government Buildings (S0825)						
		Government Buildings (S0968)	S0968	Government Buildings (S0968)						
		Hamilton House (S0637)	S0637	Hamilton House (S0637)						
		Hereward House (S0545)	S0545	Hereward House (S0545)						
		Heritage House (S1092)	S1092	Heritage House (S1092)						
		Hilary House (S0653)	S0653	Hilary House (S0653)	Ξ					
		Holland House (S0826)	S0826	Holland House (S0826)						
		Horse Fair House (S0958)	S0958	Horse Fair House (S0958)						
		Iceni House (S0548)	S0548	Iceni House (S0548)						
		Kings Park House (S0833)	S0833	Kings Park House (S0833)						
		Lingmell House (S0700)	S0700	Lingmell House (S0700)						
		Lower Leys (S0990)	S0990	Lower Leys (S0990)	-					
49 available items, 49 filtered items, 0 selected items										
				OK						

4. From here it is possible to perform various activities including Bulk Select, Select All, Select All Filtered and Select Not Filtered.

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

6. If the User has filtered the list of Buildings, clicking on the Select All Filtered or Clear All Filtered

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will select/deselect all of the filtered Buildings.

- 7. Selecting all the Buildings not filtered can be done by clicking on the Select Not Filtered button.
- 8. By clicking Bulk Select this window will open:

Import Buildings						
Please paste your list of building numbers in text format, excluding column header, into the box below	,					
	*					
	-					
ОК	Cancel					

9. The User can then copy and paste any Building numbers from a spread sheet or some other means (Excel is the preferred method although a list can be copied from Word as long as each item is separated by a return character). Upon clicking "OK" a confirmation pop up will appear regarding what Buildings have been imported from the list and how many were duplicates. Any that could not be successfully imported will also be listed as an error so that any mistakes can be rectified if necessary. Note: Instructions are given in the box but please remember that the Building numbers must be separated by a carriage return if they are to be successfully imported when copied and pasted into this feature. It is ideal to copy the list of Building numbers from Excel and paste the list into this box. If the list is too large to display in the box an informational message will appear advising that the clipboard will be used instead.

10. The screenshot below shows Building numbers that have been copied and pasted into the Bulk Select window:

Import Buildings							
Please paste your list of building numbers in text format, excluding column header, into the box below							
00003 00006 00008 00004 0004 00010 00015							
OK Cance	el						

11. Clicking OK will bring up this window which will have any duplicates or errors listed:

Import Buildings						
5 record(s) imported of 8 record(s) provided, 1 duplicate(s)						
Error(s)						
Could not find imported item [000004] in the grid Could not find imported item [0004] in the grid						
Warning(s)						
Duplicate entry in import for item [00003]						
Close						

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12. The Error(s) shows any Buildings that could not be found. The Warning(s) shows any duplicate Building numbers.

13. The number of records imported from those provided is shown and out of these how many were duplicates.

14. Once a list of Buildings have been selected this window will then open:



15. From here the User can add which task types they would like the Buildings selected to be applied to. Tick all the Task Types that these Buildings apply to and click OK. The User will then be presented with an "Are you Sure" Message. Clicking Yes will save any changes, clicking No will return to the previous screen.

16. Upon clicking Yes the selected Buildings will automatically inherit the SLR's from the Task Types that they are associated to. However, these can be amended at Building level if required. Please see Change Building SLR's for more information on how to do this.

17. Buildings that have been added will show in the bottom part of the screen:

Work Order Types, Sub Work Order Types & Equipment/Service Types 🔹 Actions																				
WO Type	O Type Sub WO Type T		Task Type		Op SLR		Non-Op SLR		Op Fix SLR		Non-Op Fix SLR		Op Temp Fix SLR		Non-Op Temp Fix SLR		Priority		-	
LIFT		Escalators and Travelators		Travelator		Not Set		Not Set		Not Set		Not Set		Not Set		Not Set		Not Se	t	
LIFT		Less Abl	ed Platform Lift			Not Set		Not Set		Not Set		Not Set No		Not Set		Not Set		Not Se	t	
LIFT		Less Abl	ed Platform Lift	Less Ables Platfor	Less Ables Platform Lift		Not Set		Not Set			Not Set	lot Set Not Set		Not S		t	Not Set		
LIFT		Lifts				Various		Not Set		Various		Not Set Va		Various		Not Se	t	Not Set		
LIFT		Lifts		External Monitoring Line		4 Working Ho		Not Set		4 Working Ho		Not Set 3		3 Working Hours		Not Se	t	Not Set		
LIFT		Lifts		Goods Lift		4 Worki	4 Working Ho		Not Set		4 Working Ho		Not Set 3		ng Hours	Not Se	t	Not Set		
LIFT		Lifts		Less Abled Lift		4 Worki	ng Ho	Not Set	Not Set		4 Working Ho		Not Set		ng Hours	Not Se	t	Not Set		
LIFT		Lifts		Lift Consultancy F	ee	4 Worki	4 Working Ho			4 Working Ho		Not Set		3 Workir	ng Hours	Not Se	t	Not Set		H
LIFT		Lifts		Lift Entrapment		4 Worki	4 Working Ho		Not Set		4 Working Ho		Not Set 3		ng Hours	Not Se	t	Not Set		
LIFT		Lifts		Passenger Lift		3 Worki	3 Working Ho		Not Set		3 Working Ho		Not Set		ng Hours	Not Set		Not Set		
LIFT		Lifts		Stair Lift		4 Working Ho		Not Set		4 Working Ho		Not Set 2		3 Working Hours		Not Set		Not Set		
LIFT		Monitoring				Not Set		Not Set		Not Set		Not Set Not		Not Set		Not Set		Not Set		
LIFT		Monitoring		Redcare Line		Not Set		Not Set		Not Set		Not Set No		Not Set		Not Set		Not Set		-
Buildings Change Building SLRs																				
Number Client		Status Name 🔺 Start Da		Start Dat	te End Date		e Op SLR			Non-Op SLR		Op Fix SLR		Non-Op Fix SLR		Op Temp Fix SLR	No	n-Op Temp Fi	ix SLI	
Filter F	Filter		Filter	Filter																
16763 [	Dr Explair	n	Trading	TFS16763	01/01/2015		15		3 Working Ho		Not Set	3 Worki		ng Ho	Not Set		2 Working Hours	s No	t Set	
16763v2 [	Dr Explair	n	Trading	TFS16763v2 01/01/201		01/03/20		015 3 Worl		ng Ho	Not Set		3 Working Ho		g Ho Not Set		2 Working Hours	s No	t Set	
4																				

**Note:** The Start and End Dates in the Buildings section refers to the "Contract Managed Start Date" and "Contract Managed End Date" that has been set against each Building record in the Buildings Module.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=175