

Add Buildings

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

▼ Actions

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

Select All

Clear All

Select All Filter

Clear All Filter

Select Not Filtered

	Building Known As	Building No.	Building Name
<input checked="" type="checkbox"/>	Filter...	Filter...	Filter...
<input type="checkbox"/>	Government Buildings (S0825)	S0825	Government Buildings (S0825)
<input type="checkbox"/>	Government Buildings (S0968)	S0968	Government Buildings (S0968)
<input type="checkbox"/>	Hamilton House (S0637)	S0637	Hamilton House (S0637)
<input type="checkbox"/>	Hereward House (S0545)	S0545	Hereward House (S0545)
<input type="checkbox"/>	Heritage House (S1092)	S1092	Heritage House (S1092)
<input type="checkbox"/>	Hilary House (S0653)	S0653	Hilary House (S0653)
<input type="checkbox"/>	Holland House (S0826)	S0826	Holland House (S0826)
<input type="checkbox"/>	Horse Fair House (S0958)	S0958	Horse Fair House (S0958)
<input type="checkbox"/>	Iceni House (S0548)	S0548	Iceni House (S0548)
<input type="checkbox"/>	Kings Park House (S0833)	S0833	Kings Park House (S0833)
<input type="checkbox"/>	Lingmell House (S0700)	S0700	Lingmell House (S0700)
<input type="checkbox"/>	Lower Leys (S0990)	S0990	Lower Leys (S0990)

49 available items, 49 filtered items, 0 selected items

OK

Cancel

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

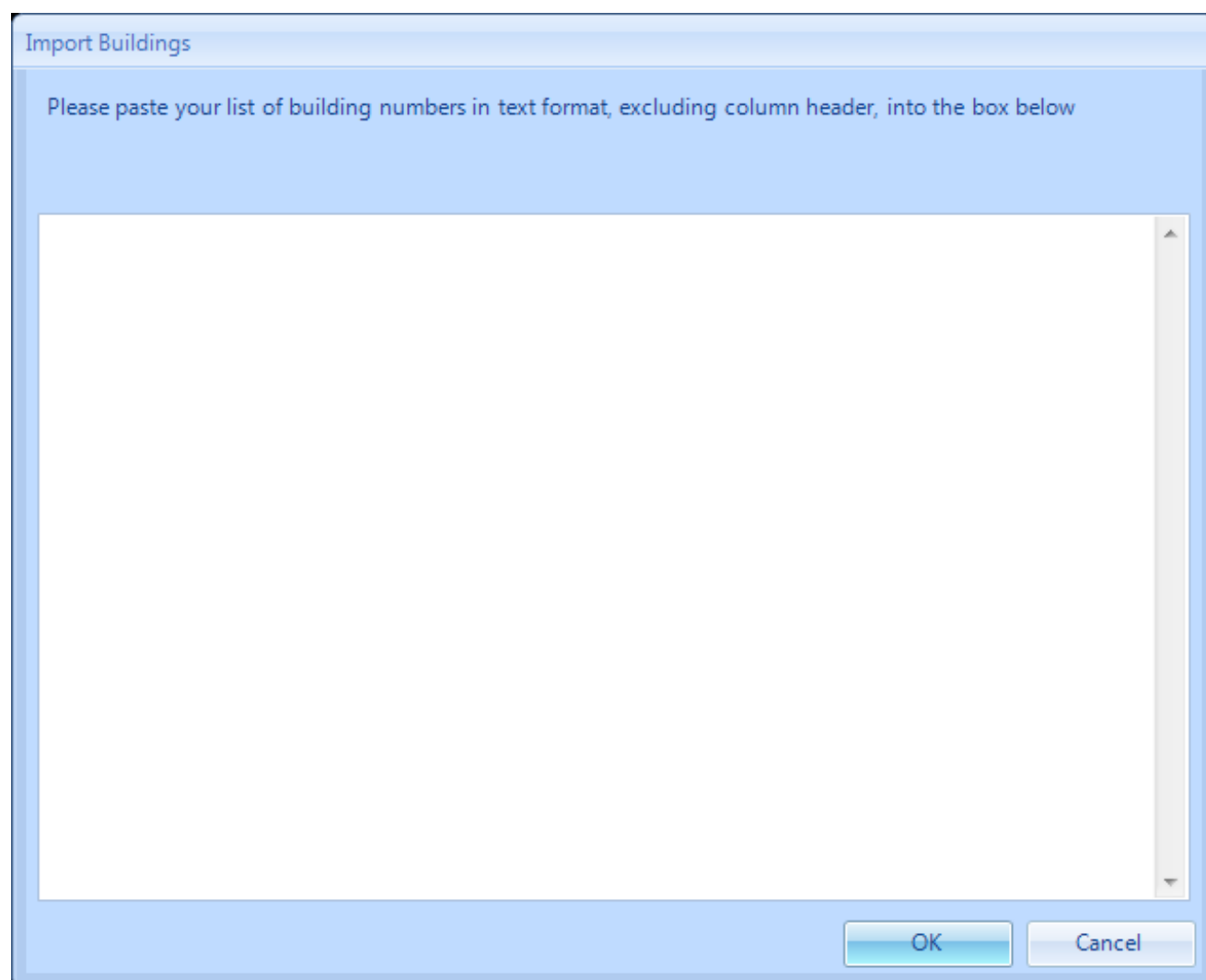
5. Use the Select All or Clear All buttons to to select/deselect the entire list.

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

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:



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
00003
00006
00008
000004
0004
00010
00015

OK Cancel

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)

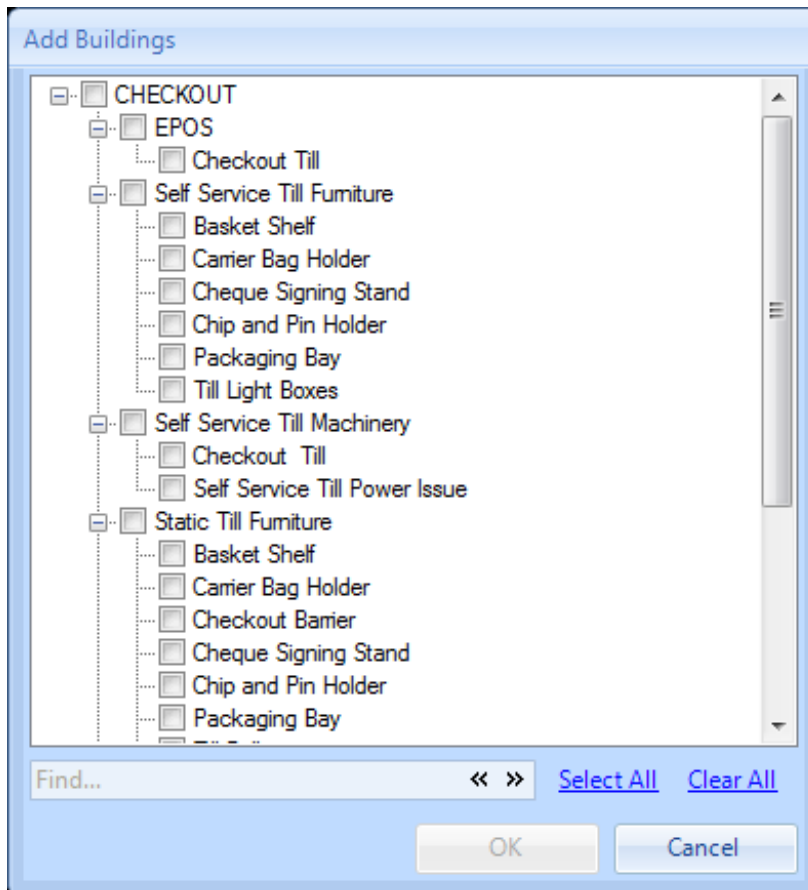
Duplicate entry in import for item [00003]

Close

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	Sub WO Type	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 Set	
LIFT	Less Abled Platform Lift		Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	
LIFT	Less Abled Platform Lift	Less Ables Platform Lift	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	
LIFT	Lifts		Various	Not Set	Various	Not Set	Various	Not Set	Not Set	
LIFT	Lifts	External Monitoring Line	4 Working Ho...	Not Set	4 Working Ho...	Not Set	3 Working Hours	Not Set	Not Set	
LIFT	Lifts	Goods Lift	4 Working Ho...	Not Set	4 Working Ho...	Not Set	3 Working Hours	Not Set	Not Set	
LIFT	Lifts	Less Abled Lift	4 Working Ho...	Not Set	4 Working Ho...	Not Set	3 Working Hours	Not Set	Not Set	
LIFT	Lifts	Lift Consultancy Fee	4 Working Ho...	Not Set	4 Working Ho...	Not Set	3 Working Hours	Not Set	Not Set	
LIFT	Lifts	Lift Entrapment	4 Working Ho...	Not Set	4 Working Ho...	Not Set	3 Working Hours	Not Set	Not Set	
LIFT	Lifts	Passenger Lift	3 Working Ho...	Not Set	3 Working Ho...	Not Set	2 Working Hours	Not Set	Not Set	
LIFT	Lifts	Stair Lift	4 Working Ho...	Not Set	4 Working Ho...	Not Set	3 Working Hours	Not Set	Not Set	
LIFT	Monitoring		Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	
LIFT	Monitoring	Redcare Line	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	

Buildings										Change Building SLRs	
Number	Client	Status	Name ▲	Start Date	End Date	Op SLR	Non-Op SLR	Op Fix SLR	Non-Op Fix SLR	Op Temp Fix SLR	Non-Op Temp Fix SLR
Filter...	Filter...	Filter...	Filter...								
16763	Dr Explain	Trading	TFS16763	01/01/2015		3 Working Ho...	Not Set	3 Working Ho...	Not Set	2 Working Hours	Not Set
16763v2	Dr Explain	Trading	TFS16763v2	01/01/2015	01/03/2015	3 Working Ho...	Not Set	3 Working Ho...	Not Set	2 Working Hours	Not Set

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.

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