

# Remove Buildings

1. To remove 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 Remove Building(s) from Task Types(s). This window will then open:

Remove Buildings

Remove 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"/>	Edwinn Simms House (S0930)	S0930	Edwinn Simms House (S0930)
<input type="checkbox"/>	Eldon Court (S0460)	S0460	Eldon Court (S0460)
<input type="checkbox"/>	Garage 55/57 (S0301)	S0301	Garage 55/57 (S0301)
<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"/>	Horse Fair House (S0958)	S0958	Horse Fair House (S0958)
<input type="checkbox"/>	Iceni House (S0548)	S0548	Iceni House (S0548)
<input type="checkbox"/>	Kelting House (S0552)	S0552	Kelting House (S0552)
<input type="checkbox"/>	Kingfisher House (S0469)	S0469	Kingfisher House (S0469)
<input type="checkbox"/>	Kings Park House (S0833)	S0833	Kings Park House (S0833)

70 available items, 70 filtered items, 0 selected items

OK

Cancel

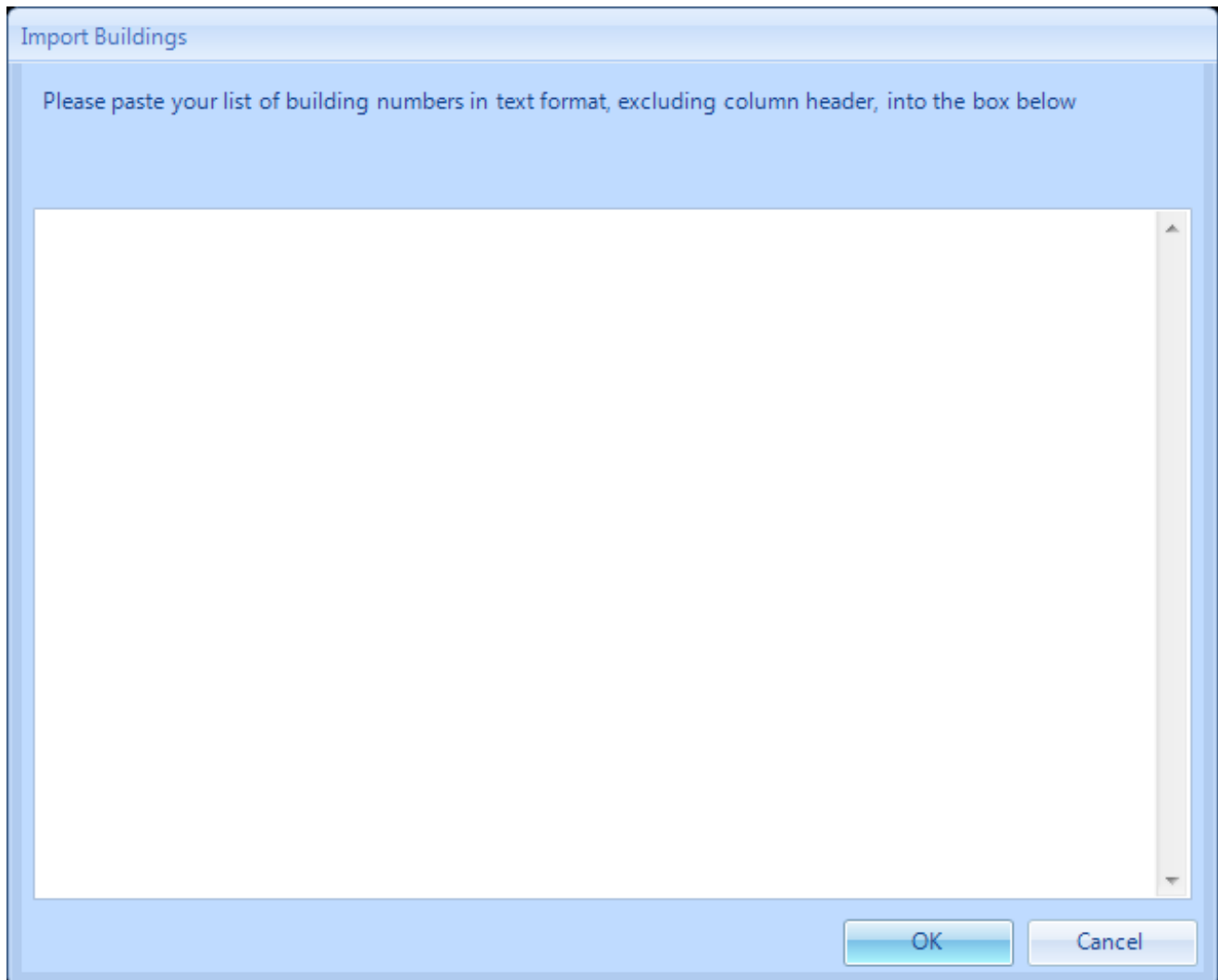
4. From here the user can perform various activities including Bulk Select, Select All, Select All Filtered and Select Not Filtered.

5. Use the Select All or Clear All buttons to 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:

The image shows a software dialog box titled "Import Buildings". Inside the dialog, there is a light blue header area with the title. Below the header, a message in blue text says: "Please paste your list of building numbers in text format, excluding column header, into the box below". Underneath this message is a large, empty white rectangular box with a vertical scrollbar on the right side, intended for pasting text. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

9. The User can then copy and paste any Building numbers from a spreadsheet 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 or just for information purposes only. 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)

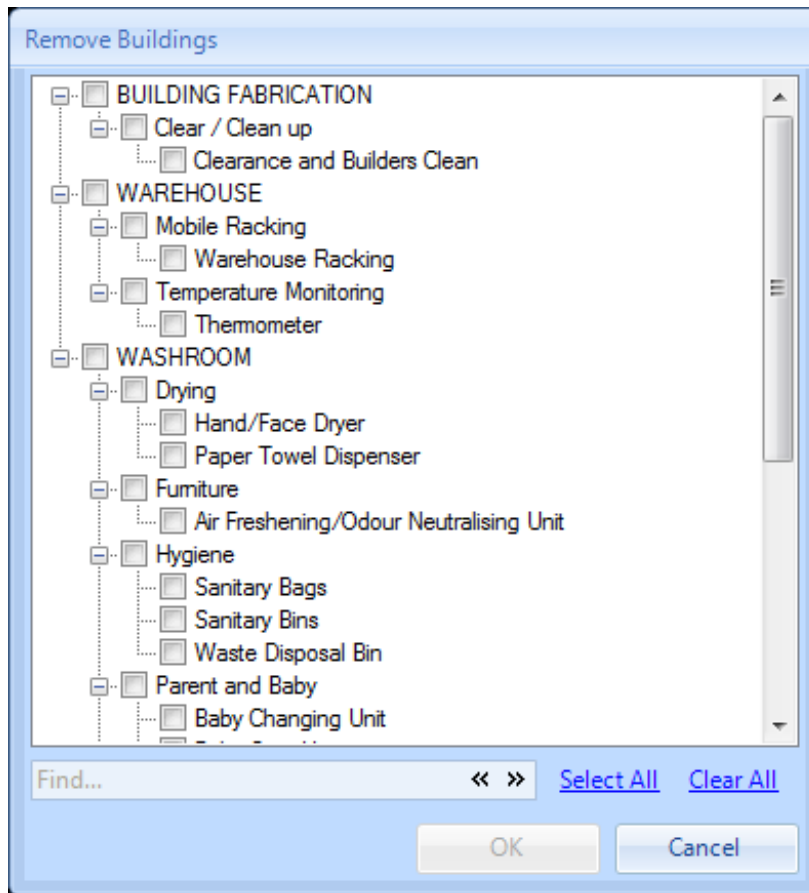
Duplicate entry in import for item [00003]

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 the open:



15. From here the user can select which task types they would like the Buildings selected to be removed from. Tick all the Task Types that require the selected Buildings to be removed from 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.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=176>