## Buildings Tab - Add Buildings

## 💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

Buildings are automatically derived from the SRA. If multiple contracts exist on the SRA this screen allows the User to specify which Buildings apply to this contract. This can be done in the following way:

1. Click on the Buildings tab.

| Buildings  |        |         |                 |            |            |              |               |            |            |                 |                  | <ul> <li>Actions</li> </ul> |
|------------|--------|---------|-----------------|------------|------------|--------------|---------------|------------|------------|-----------------|------------------|-----------------------------|
| Client     | Number | Status  | Name            | Start Date | End Date   | Current      | Grouping 1    | Grouping 2 | Grouping 3 | Building Format | Building Type    | Size (                      |
| Filter     | Filter | Filter  | Filter          |            |            |              | Filter        | Filter     | Filter     | Filter          | Filter           | Filter                      |
| Dr Explain | 142    | Trading | ABBEYDALE       | 01/08/2014 | 31/07/2015 | V            | South West    |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 14230  | Trading | ABBEYDALE IP    | 01/08/2014 | 31/07/2015 |              | South West    |            |            | Retail Parade   | Savills - Invest |                             |
| Dr Explain | 160    | Trading | ABERDEEN        | 01/08/2014 | 31/07/2015 |              | Scotland      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 16020  | Trading | ABERDEEN PFS    | 01/08/2014 | 31/07/2015 |              | Scotland      |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 240    | Trading | ABERYSTWYTH     | 01/08/2014 | 31/07/2015 |              | Midlands      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 24020  | Trading | ABERYSTWYTH PFS | 01/08/2014 | 31/07/2015 |              | Midlands      |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 507    | Trading | ACCRINGTON      | 01/08/2014 | 31/07/2015 |              | North         |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 230    | Trading | ACOMB           | 01/08/2014 | 31/07/2015 |              | North         |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 302    | Trading | ACTON           | 01/08/2014 | 31/07/2015 |              | South Central |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 161    | Trading | AIRDRIE         | 01/08/2014 | 31/07/2015 |              | Scotland      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 16120  | Trading | AIRDRIE PFS     | 01/08/2014 | 31/07/2015 |              | Scotland      |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 553    | Trading | ALDERSHOT       | 01/08/2014 | 31/07/2015 |              | South Central |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 55320  | Trading | Aldershot PFS   | 01/08/2014 | 31/07/2015 |              | South Central |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 241    | Trading | ALDRIDGE        | 01/08/2014 | 31/07/2015 |              | South Central |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 24130  | Trading | ALDRIDGE IP     | 01/08/2014 | 31/07/2015 |              | South Central |            |            | Industrial      | Savills - Invest |                             |
| Dr Explain | 162    | Trading | ALLOA           | 01/08/2014 | 31/07/2015 |              | Scotland      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 16220  | Trading | ALLOA PFS       | 01/08/2014 | 31/07/2015 | <b>V</b>     | Scotland      |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 163    | Trading | ALNESS          | 01/08/2014 | 31/07/2015 |              | Scotland      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 16320  | Trading | ALNESS PFS      | 01/08/2014 | 31/07/2015 |              | Scotland      |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 201    | Trading | ALNWICK         | 01/08/2014 | 31/07/2015 |              | North         |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 107    | Trading | ANLABY          | 01/08/2014 | 31/07/2015 | V            | North         |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 10720  | Trading | ANLABY PFS      | 01/08/2014 | 31/07/2015 | V            | North         |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 179    | Trading | ANNIESLAND      | 01/08/2014 | 31/07/2015 | <b>V</b>     | Scotland      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 17920  | Trading | ANNIESLAND PFS  | 01/08/2014 | 31/07/2015 | <b>V</b>     | Scotland      |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 164    | Trading | ARBROATH/2      | 01/08/2014 | 31/07/2015 | V            | Scotland      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 16420  | Trading | ARBROATH/2 PFS  | 01/08/2014 | 31/07/2015 | $\checkmark$ | Scotland      |            |            | Site PFS        | WMS Retail       |                             |
| Dr Explain | 430    | Trading | ARMTHORPE       | 01/08/2014 | 31/07/2015 | V            | Midlands      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 152    | Trading | AUCHINLEA       | 01/08/2014 | 31/07/2015 | V            | Scotland      |            |            | Store           | WMS Retail       |                             |
| Dr Explain | 15230  | Trading | AUCHINLEA IP    | 01/08/2014 | 31/07/2015 | <b>V</b>     | Scotland      |            |            | Retail Wareho   | Savills - Invest |                             |

2. Click on the Actions button and this menu will be displayed:

| Add Building(s)    |
|--------------------|
| Bulk Add Buildings |
| Change Building    |
| Remove Building    |
| Move Building      |

3. Click Add Building(s). If there are no Building(s) to add the following message will be displayed:



4. If any Building(s) have either been added to the SRA or removed from this contract then upon clicking the Add Building(s) menu option. This window will then open:

| Add Building(s) |       |  |   |                              |           |   |  |  |  |  |
|-----------------|-------|--|---|------------------------------|-----------|---|--|--|--|--|
|                 | Add   | Building(s) Sele                             | Select All Clear All Select All Filter Clear All Filter Select Not Filtered |                              |           |   |  |  |  |  |
|                 |       | Building Known As                            | Building No.  | Building Name                |           | E |  |  |  |  |
|                 |       | Filter                                       | Filter  | Filter                       |           | F |  |  |  |  |
|                 |       | 01719 - House                                | 01719   | (01719) Tralee Central Plaza |           | 5 |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              |           |   |  |  |  |  |
|                 | 1     | ilable item 1 filtered item 0 colected items |   |                              |           | - |  |  |  |  |
|                 | 1 ava | mable item, i mitereo item, o selecteo items |   |                              |           |   |  |  |  |  |
|                 |       |  |   |                              | OK Cancel |   |  |  |  |  |

5. From here Users can perform various activities including Select All, Clear All, Select All Filtered, Clear All Filtered and Select Not Filtered.

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

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.

Selecting all the Buildings not filtered can be done by clicking on the Select Not Filtered button.

Alternatively, each Building can be selected individually by clicking on the tick box on the lefthand side of the window.

7. Click on the OK button and complete the Reason for Contract Change screen.

8. There is also the ability to Bulk Add Buildings. By clicking the Bulk Add Buildings action, a spreadsheet will appear requiring the input of the Building Numbers that should be added to the Contract. Populate the spread sheet, save the sheet and click on the "Run Import" button to upload the Buildings to the Contract. The system will check that the Building Numbers provided can be added to the Contract, and any failures will be emailed to the User.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=197