

Buildings Tab - Add Buildings

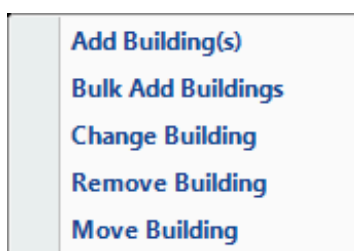
Wed, Jan 17, 2024 Contract Actions

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:

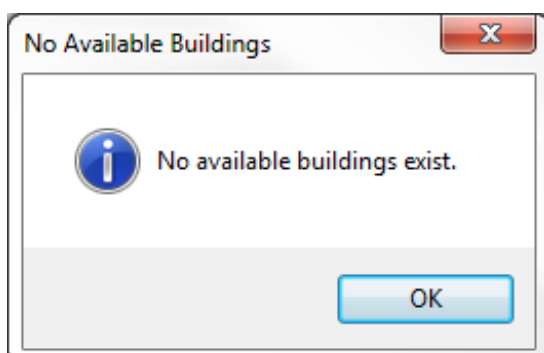
1. Click on the Buildings tab.

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

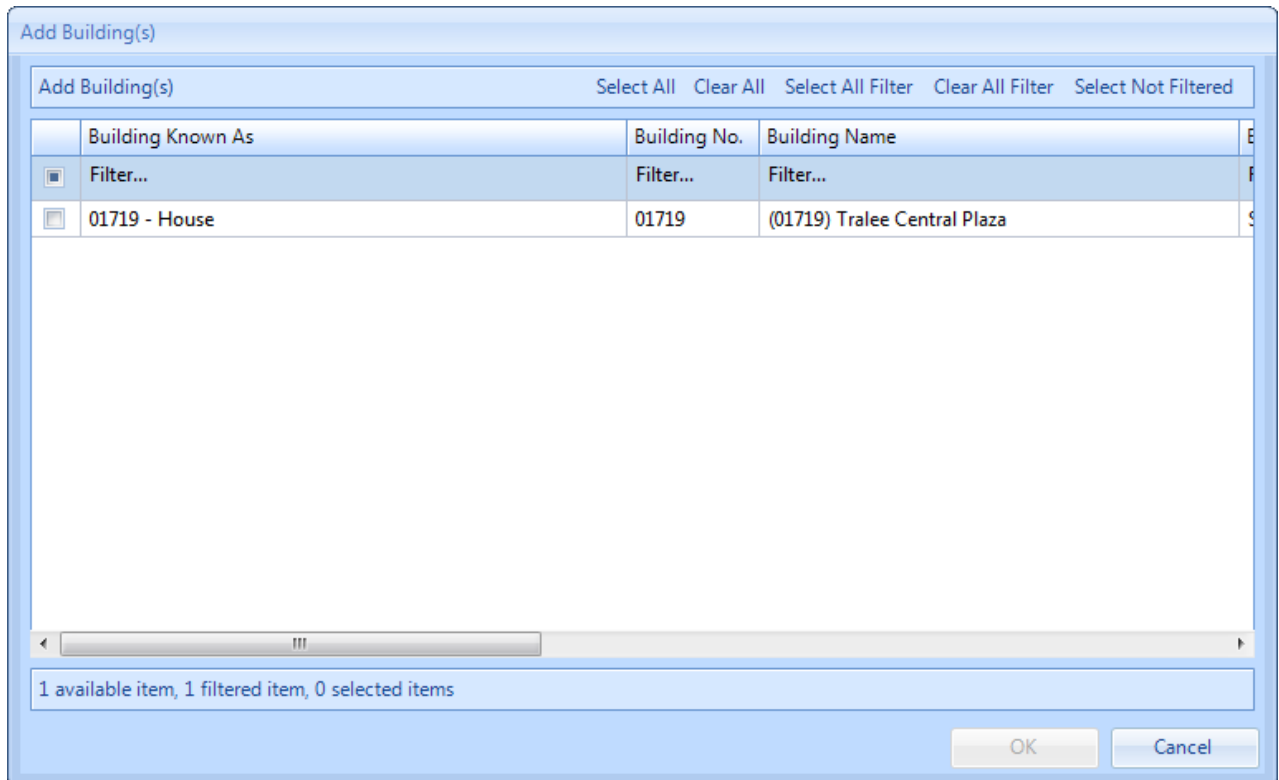
2. Click on the Actions button and this menu will be displayed:



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:



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 left-hand 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>