

Buildings Tab - Change Building Dates Introduction

Wed, Jan 17, 2024 Buildings Tab

1. To change start/end dates on a Building the User will first need to highlight the Building they would like to amend the dates for.

Buildings													Actions
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...	Filter...
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...		

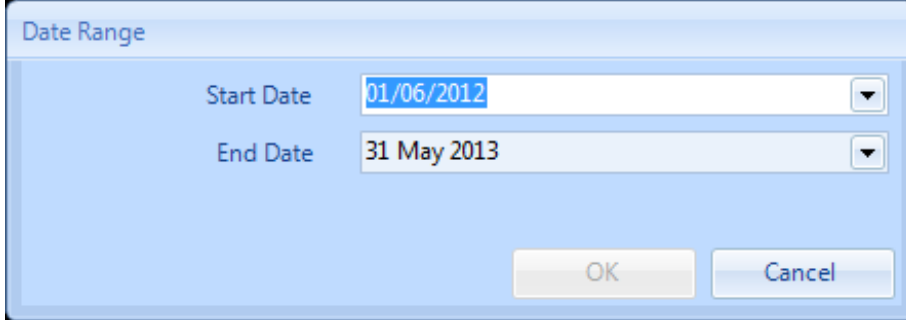
2. Click on the Actions button on the Buildings tab.

Buildings	Actions
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3. This menu will be displayed:

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

4. Click on the Change Building menu option (this functionality can also be accessed by double-clicking on the Building). This window will then open:

A screenshot of a 'Date Range' dialog box. It has a light blue header with the title 'Date Range'. Below the header, there are two input fields. The first is labeled 'Start Date' and contains the text '01/06/2012'. The second is labeled 'End Date' and contains the text '31 May 2013'. Both fields have a small downward-pointing arrow on the right side. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

5. Amend the dates where applicable. Clicking Cancel will take the User back to the previous screen. Clicking on OK when there are no PPM's generated will make the changes to the Building specified.

Note: Any Building dates that differ to the contract period dates will be displayed in green.

6. Clicking on OK when there are already PPM's generated will bring back a list of [Affected Work Orders](#).

7. Once the User has decided what to do with any work orders generated (if applicable), the new date range will be applied.

[Resource to Allocate](#)

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