Buildings Tab - Move Building

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

1. To Move a Building from one Contract to another Contract the User will first need to highlight the Building to be moved.

▼ Actions

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

Buildings

3. This menu will be displayed:



4. Click on the Move Building menu option. The following screen will then open:

Move Building	
Destination Contract	Please select
Contract Period Start Date	
Contract Period End Date	
Effective From	
	OK Cancel

5. Choose the Contract you would like to move the Building to. The Contract Period Start and End Dates will populate for information only. Choose the Effective Date from and click OK. The Reason for Contract Change window will then open:

6. If there are Work Orders that will be affected by Affected Work Orders Screen will open.

7. Once the User has decided what to do with any affected Work Orders (if applicable). The Building will be moved.

Note: The Move Building action is not valid for PPM Only Contracts, or moving between Contracts on the same SRA.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=200

Powred by PHPKB (Knowledge Base Software)