Buildings Tab - Remove Buildings

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

1. To remove a Building from a contract the User will first need to highlight the Building to be removed.

▼ Actions

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

Buildings

3. This menu will be displayed:



4. Click on the Remove Building menu option. The Reason for Contract Change window will then open:

5. However if there are Work Orders that will be affected the Affected Work Orders Screen will open.

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

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=201