PPM Tab - Add Building(s) to a PPM Task Introduction

💾 Wed, Jan 17, 2024 🛛 🖿 PPM Tab - Add Building(s) to a PPM Task

Buildings will be added automatically when adding a new PPM task line, however, if other Buildings have been added to a contract it can be added to a PPM tasks line in the following way:

1. Click on the PPMs tab.

PPM Tasks Refresh View Actions Edit Actions											
Equipment/Service Type							Invoice F	requency Invo	ice Value Si	e Value	
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, Comprehensive							Monthly	£0.0	0 £0	.00	
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, PPM - Due Diligence Major							None	£0.0	0 <u>f</u> (.00	
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, PPM - Legislative Inspection							None	£0.0	0 £0	.00	
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, Scheduled Cost							Monthly	£0.0	0 £0	.00	
Passenger Lift, PPM - Legislative Inspection							None	£0.0	0 £0	.00	
Buildings (261 items selected)										 View Actions 	Edit Actions
Name	Client	Number	Start Date	End Date	Current	Invoice Frequency	Invoice Value	Site Value	Grouping 1	Grouping 2	Groupi 🔺
Filter	Filter	Filter				Filter	Filter	Filter	Filter	Filter	Filter
(06404) Birmingham Fort Dunlop	Dr Explain	06404	01/05/2012	30/04/2013	V	None	£0.00	£0.00	CENTRAL AND	Birmingham	Birmin
(01200) Manchester, Market Street	Dr Explain	01200	01/05/2012	30/04/2013	V	None	£0.00	£0.00	NORTH	Greater Manch	Greate
(00080) Kettering	Dr Explain	00080	01/05/2012	30/04/2013	V	None	£0.00	£0.00	CENTRAL AND	Bucks/Bedford	I Bucks/
(01481) Warrington, Golden Square	Dr Explain	01481	01/05/2012	30/04/2013	\checkmark	None	£0.00	£0.00	NORTH	Merseyside	Mersey
(06435) York	Dr Explain	06435	01/05/2012	30/04/2013	\checkmark	None	£0.00	£0.00	NORTH	Teeside and N	Teesid
(00821) Watford	Dr Explain	00821	01/05/2012	30/04/2013	\checkmark	None	£0.00	£0.00	SOUTH	Middlesex and	Middle
(00675) Aberdeen Bon Accord Centre	Dr Explain	00675	01/05/2012	30/04/2013	\checkmark	None	£0.00	£0.00	NORTH	North of Scot	North
(06053) Aberdeen Union Street	Dr Explain	06053	01/05/2012	30/04/2013	\checkmark	None	£0.00	£0.00	NORTH	North of Scot	Gramp
(00670) Arbroath	Dr Explain	00670	01/05/2012	30/04/2013	\checkmark	None	£0.00	£0.00	NORTH	North of Scotl	Gramp
(00645) Oban	Dr Explain	00645	01/05/2012	30/04/2013	V	None	£0.00	£0.00	NORTH	North of Scot	Highla
(06407) Bedford Interchange Rp	Dr Explain	06407	01/05/2012	30/04/2013	\checkmark	None	£0.00	£0.00	CENTRAL AND	Bucks/Bedford	I Bucks/
(00459) Newbury	Dr Explain	00459	01/05/2012	30/04/2013	V	None	£0.00	£0.00	CENTRAL AND	Thames Valley	Thame
(06493) Newbury	Dr Explain	06493	01/05/2012	30/04/2013	V	None	£0.00	£0.00	CENTRAL AND	Thames Valley	West E
(00340) Porthcawl	Dr Explain	00340	01/05/2012	30/04/2013		None	£0.00	£0.00	CENTRAL AND	Wales	Swans
(00243) Bristol	Dr Explain	00243	01/05/2012	30/04/2013	V	None	£0.00	£0.00	SOUTH	Bristol and Wi	Bristol
(00336) Clifton	Dr Explain	00336	01/05/2012	30/04/2013	V	None	£0.00	£0.00	SOUTH	Bristol and Wi	South 🚽
4											•

2. Highlight the PPM task line that the new Building needs to be added to.

3. Click on the "Edit Actions" button.

PPM Tasks

▼ View Actions ▼ Edit Actions

4. This menu will be displayed:

Task Edit Actions						
	Add PPM Task					
	Change PPM Task Structure					
	Change PPM Task Details					
	Change PPM Task Certificate Settings					
	Change Task PPM Periods					
	Remove PPM Task					
Building Edit Actions						
	Add Building(s)					
	Bulk PPM Building Upload					
	Remove Building(s)					
Processes						
	Generate PPM Work Orders					
	Send Emails					

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

No Available Buildings	×
No available bu	ildings exist.
	ОК

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

Add Building(s)									
	Add Building(s) Select All Clear All Select All Filter Clear All Filter Select Not Filtered								
		Building Known As	Building No.	Building Name	<u> </u>				
		Filter	Filter	Filter	E				
		00012 - Health and Beauty	00012	(00012) Mansfield					
		00026 - Health and Beauty	00026	(00026) Ilkeston					
		00031 - Health and Beauty	00031	(00031) Lincoln					
		00075 - Health and Beauty	00075	(00075) Market Harborough					
		00098 - Health and Beauty	00098	(00098) Lerwick					
		00107 - YLBP	00107	(00107) Kingsthorpe					
		00109 - Health and Beauty	00109	(00109) Skegness					
		00148 - Health and Beauty	00148	(00148) Malvern					
		00160 - Health and Beauty	00160	(00160) Rugeley					
		00163 - Health and Beauty	00163	(00163) Hanley					
		00168 - Health and Beauty	00168	(00168) Newcastle Under Lyme					
		00196 - Health and Beauty	00196	(00196) Witham	-				
	•	III		4					
163 available items, 163 filtered items, 0 selected items									
				OK					

7. From here Users can perform various activities including Select All, Clear All, Select All <u>Powred by PHPKB</u> (Knowledge Base Software) Filtered, Clear All Filtered and Select Not Filtered.

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

9. 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.

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

11. Alternatively each Building can be selected individually by clicking on the tick box on the left hand side of the window.

12. Click on the OK button and the Reason for Contract Change window will open.

13. Confirming the reason for the contract change will add the Building(s) selected to the highlighted PPM task line.

Bulk PPM Building Upload

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=212