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

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

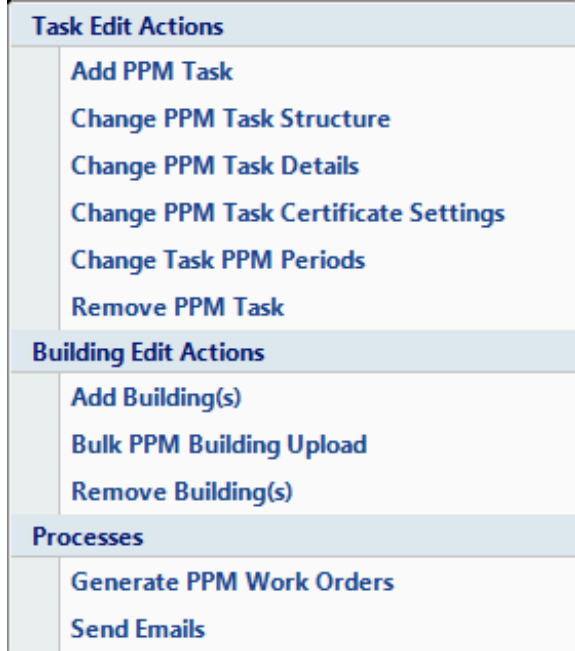| Equipment/Service Type	Invoice Frequency	Invoice Value	Site Value
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, Comprehensive	Monthly	£0.00	£0.00
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, PPM - Due Diligence Major	None	£0.00	£0.00
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, PPM - Legislative Inspection	None	£0.00	£0.00
Goods Lift, Less Abled Lift, Passenger Lift, Monitoring and Lift Entrapment, Scheduled Cost	Monthly	£0.00	£0.00
Passenger Lift, PPM - Legislative Inspection	None	£0.00	£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	☑	None	£0.00	£0.00	CENTRAL AND...	Birmingham	Birmin
(01200) Manchester, Market Street	Dr Explain	01200	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	NORTH	Greater Manch...	Greate
(00080) Kettering	Dr Explain	00080	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	CENTRAL AND...	Bucks/Bedford...	Bucks/
(01481) Warrington, Golden Square	Dr Explain	01481	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	NORTH	Merseyside	Mersey
(06435) York	Dr Explain	06435	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	NORTH	Teeside and N...	Teesid
(00821) Watford	Dr Explain	00821	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	SOUTH	Middlesex and ...	Middle
(00675) Aberdeen Bon Accord Centre	Dr Explain	00675	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	NORTH	North of Scotl...	North
(06053) Aberdeen Union Street	Dr Explain	06053	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	NORTH	North of Scotl...	Gramp
(00670) Arbroath	Dr Explain	00670	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	NORTH	North of Scotl...	Gramp
(00645) Oban	Dr Explain	00645	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	NORTH	North of Scotl...	Highla
(06407) Bedford Interchange Rp	Dr Explain	06407	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	CENTRAL AND...	Bucks/Bedford...	Bucks/
(00459) Newbury	Dr Explain	00459	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	CENTRAL AND...	Thames Valley	Thame
(06493) Newbury	Dr Explain	06493	01/05/2012	30/04/2013	☑	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	☑	None	£0.00	£0.00	SOUTH	Bristol and Wil...	Bristol
(00336) Clifton	Dr Explain	00336	01/05/2012	30/04/2013	☑	None	£0.00	£0.00	SOUTH	Bristol and Wil...	South

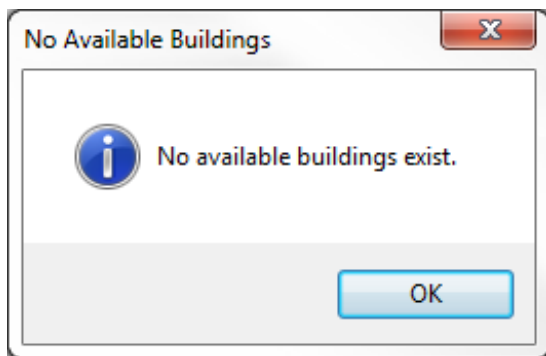2. Highlight the PPM task line that the new Building needs to be added to.

3. Click on the "Edit Actions" button.
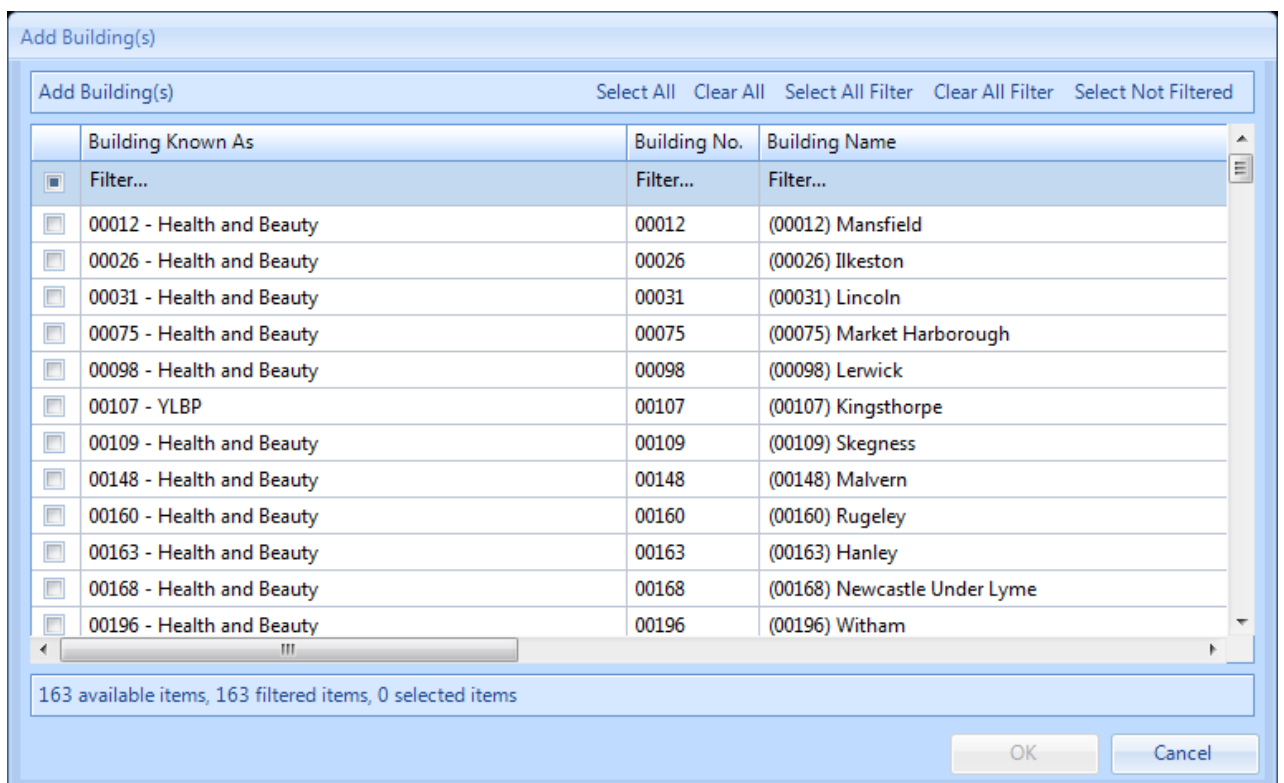
PPM Tasks	▾ View Actions ▾ Edit Actions

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 buildings exist.

OK

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:

	Building Known As	Building No.	Building Name
	Filter...	Filter...	Filter...
	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

Add Building(s) — Select All   Clear All   Select All Filter   Clear All Filter   Select Not Filtered

163 available items, 163 filtered items, 0 selected items

OK   Cancel

7. From here Users can perform various activities including Select All, Clear All, Select All

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