

# PPMs Tab - Add PPM Assets - Derived

Wed, Jan 17, 2024 [Contract Actions](#)

1. To change/add a PPM task period the User will need to highlight the PPM Task that they wish to change/add and then click the "Edit Actions" button.

PPM Tasks View Actions Edit Actions

2. This menu will be displayed:

Task Edit Actions	
	<a href="#">Add PPM Task</a>
	<a href="#">Change PPM Task Structure</a>
	<a href="#">Change PPM Task Details</a>
	<a href="#">Change PPM Task Certificate Settings</a>
	<a href="#">Change Task PPM Periods</a>
	<a href="#">Remove PPM Task</a>
Building Edit Actions	
	<a href="#">Add Building(s)</a>
	<a href="#">Bulk PPM Building Upload</a>
	<a href="#">Remove Building(s)</a>
Processes	
	<a href="#">Generate PPM Work Orders</a>
	The PPM task is configured for automatic PPM generation.
	<a href="#">Send Emails</a>

3. Click on the "Change Task Details" menu option. This screen will then open:

Change PPM Task Details

Equipment Task between 01/08/2013 and 31/07/2014

Short Name

Association Type

RFI Association

Notes

Instructions

OK Cancel

4. Select Derived Asset from the Association Type drop down and click OK.
5. The [Reason for Contract Change](#) window will open
6. The user will notice that any assets that match the equipment type of the task will be visible against each building as shown below:

PPM Tasks											View Actions	Edit Actions
Equipment/Service Type							Invoice Frequency	Invoice Value	Site Value			
Auto Folding Door - Derived Asset							None	£0.00	£0.00			
Automatic Folding Door, Automatic Revolving Door, Automatic Sliding Door, Automatic Swing Door, Less Able Automatic Sliding Door and Less Able Automatic Swin...							None	£0.00	£0.00			
Automatic Folding Door, Automatic Revolving Door, Automatic Sliding Door, Automatic Swing Door, Less Able Automatic Sliding Door and Less Able Automatic Swin...							Monthly	£0.00	£0.00			
Automatic Revolving Door, Automatic Sliding Door, Automatic Swing Door, Less Able Automatic Sliding Door and Less Able Automatic Swing Door, Comprehensive							Monthly	£0.00	£0.00			

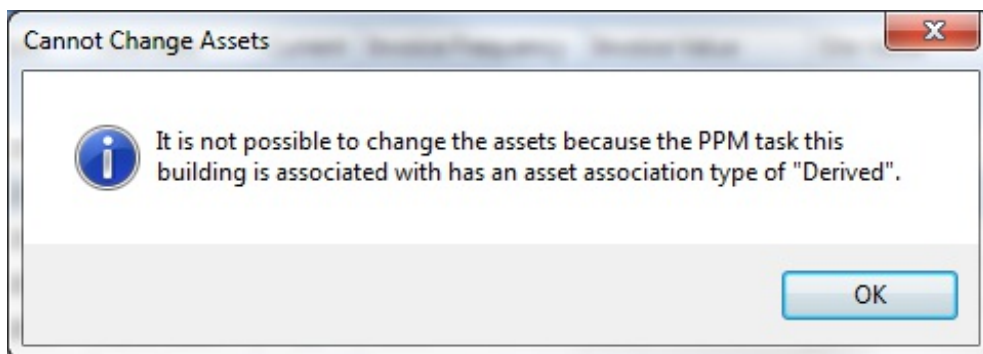
  

Buildings (5 items selected)											View Actions	Edit Actions
Name	Client	Number	Start Date	End Date	Current	Invoice Frequency	Invoice Value	Site Value	Grouping 1	Grouping 2	Groupi	
Filter...	Filter...	Filter...			<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	
PENRITH PFS	Dr Explain	21420	01/08/2013	31/07/2014	<input checked="" type="checkbox"/>	None	£0.00	£0.00	North			
ABBEYDALE	Dr Explain	142	01/08/2013	31/07/2014	<input checked="" type="checkbox"/>	None	£0.00	£0.00	South West			
ABBEYDALE IP	Dr Explain	14230	01/08/2013	31/07/2014	<input checked="" type="checkbox"/>	None	£0.00	£0.00	South West			
BEVERLEY PFS	Dr Explain	01420	01/08/2013	31/07/2014	<input checked="" type="checkbox"/>	None	£0.00	£0.00	North			
STANGROUND PFS	Dr Explain	41420	01/08/2013	31/07/2014	<input checked="" type="checkbox"/>	None	£0.00	£0.00	South East			

Derived Assets					Add	Remove
Number	Name	Manufacturer	Location		Warranty	
Filter...	Filter...	Filter...	Filter...		<input type="checkbox"/>	
LBEL1	Auto Doors 1	Unknown	Ground Floor, Car Park, Ground Floor		<input type="checkbox"/>	
Access	Auto Folding Door 2	Unknown	Ground Floor, External, Common Area		<input type="checkbox"/>	

Note: It is not possible to change the derived assets using the add and remove buttons, this message will be displayed when clicking on the add or remove buttons:



**Please Note:** Assets of the statuses In Service, Out of Service, In Storage and Isolated will be associated to any PPM Work Orders. Scrapped and Decommissioned Assets are not associated to the PPM Work Orders. Assets on a PPM Work Order are derived both during creation of the PPM Work Order, but are also checked again at Work Order Start.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=213>