PPMs Tab - Change PPM Task Certificate Settings

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

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

2. 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)			
Pr	Processes			
	Generate PPM Work Orders			
	Send Emails			

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

Change PPM Task Certificate Settings						
	Equipment Task between	01/05/2012 and 30/04/2013				
	Certificate Per	None				
	Certificate					
		OK Cancel				

4. Use the drop down arrow to select the "certificate per". This is a pre-defined list of "None, Asset or Work Order".

5. Once the User has selected whether they would like a certificate per Work Order or per asset the type of certificate will need to be selected using the drop down arrow.

Change PPM Task Certificate Settings							
	Equipment Task between 01/05/2012 and 30/04/2013						
	Certificate Per	Work Order		•			
	Certificate	Click here to make a selection		₹			
			ОК	Cancel			

6. Upon clicking the drop down arrow a list of certificates that are applicable to the equipment type selected will be displayed.

Select Certificate Type				
Kitchen Ductwork (6 Monthly) Kitchen Ductwork (Annual) Kitchen Ductwork (Bi-Monthly) Kitchen Ductwork (Monthly) Kitchen Ductwork (Quarterly) Kitchen Ductwork (Trimesterly)				
Find « »				
OK Cancel				

7. Choose the relevant certificate type by ticking the tick box and clicking OK. This will take the user to the previous screen.

8. Clicking OK will then present the Reason for Contract Change window.

9. Confirming the reason for the contract change will add the certificate association to the selected PPM task line.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=219

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