## PPMs Tab - Remove Building(s) from a PPM Task

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

1. To remove Buildings from a PPM Task line the User will need to highlight the PPM Task that they wish the Building to be removed from and then click the "Edit Actions" button.

2. This menu will be displayed:



3. Click on the "Remove Building(s)" menu option. This window will then open:

Remove Buildings				
Remove Buildings Select All Clear All			II Select All Filter Clear All Filter Select Not Filtered	
		Building Known As	Building No.	Building Name
		Filter	Filter	Filter
		00005 - Health and Beauty	00005	(00005) Beeston
		00006 - Flagship	00006	(00006) Nottingham Victoria Centre
		00010 - Health and Beauty	00010	(00010) Nottingham
		00012 - Health and Beauty	00012	(00012) Mansfield
		00020 - Health and Beauty	00020	(00020) Loughborough
		00023 - Flagship	00023	(00023) Derby
		00026 - Health and Beauty	00026	(00026) Ilkeston
		00031 - Health and Beauty	00031	(00031) Lincoln
		00052 - Health and Beauty	00052	(00052) Rotherham
		00055 - Health and Beauty	00055	(00055) Chesterfield
		00056 - Flagship	00056	(00056) Sheffield
		00075 - Health and Beauty	00075	(00075) Market Harborough 💌
				4
178 available items, 0 selected items				
	OK Cancel			

4. From here Users can perform various activities including Select, Bulk Select, Select All, Select All Filtered and Select Not Filtered.

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

6. 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.

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

8. Upon clicking on OK. The User will then be presented with the Reason for Contract Change window.

9. Confirming the reason for the contract change will remove the Building from the task types selected providing there are no affected work orders.

10. If there are already PPM's generated, a list of Affected Work Orders will be shown.

11. Once the User has decided what to do with any work orders generated (if applicable), the selected Buildings will be removed.

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