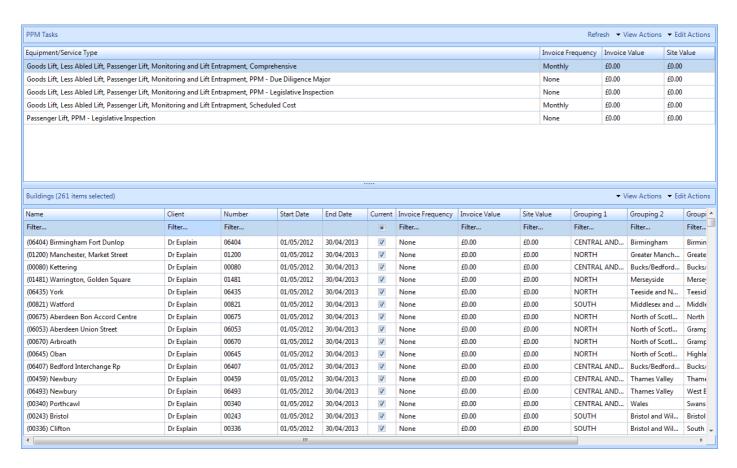
PPMs Tab - Remove PPM Task(s)

₩ed, Jan 17, 2024 Contract Actions

This can be achieved using the PPMs Tab. This screen shows all of the Task Types that have been added against the contract:



- 1. Highlight the PPM Task to be removed.
- 2. Click the "Edit Actions" button.

PPM Tasks ▼ View Actions ▼ Edit Actions

3. 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

- 4. Click on Remove PPM Task. The User will then be presented with the Reason for Contract Change window.
- 5. Confirming the reason for the contract change will remove the selected task(s) and will also remove any Buildings associated with it.
- 6. However, if there are work orders that will be affected the Affected Work Orders screen will open.
- 7. Once the User has decided what to do with any affected work orders (if applicable). The PPM task(s) selected and any associated Buildings will be removed.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=223