

PPMs Tab - Remove PPM Task(s)

Wed, 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:

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	Grouping 3	Filter...	
(06404) Birmingham Fort Dunlop	Dr Explain	06404	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	CENTRAL AND...	Birmingham	Birmin	Filter...	
(01200) Manchester, Market Street	Dr Explain	01200	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	NORTH	Greater Manch...	Greate	Filter...	
(00080) Kettering	Dr Explain	00080	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	CENTRAL AND...	Bucks/Bedford...	Bucks/	Filter...	
(01481) Warrington, Golden Square	Dr Explain	01481	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	NORTH	Merseyside	Mersey	Filter...	
(06435) York	Dr Explain	06435	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	NORTH	Teeside and N...	Teesid	Filter...	
(00821) Watford	Dr Explain	00821	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	SOUTH	Middlesex and ...	Middle	Filter...	
(00675) Aberdeen Bon Accord Centre	Dr Explain	00675	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	NORTH	North of Scotl...	North	Filter...	
(06053) Aberdeen Union Street	Dr Explain	06053	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	NORTH	North of Scotl...	Gramp	Filter...	
(00670) Arbroath	Dr Explain	00670	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	NORTH	North of Scotl...	Gramp	Filter...	
(00645) Oban	Dr Explain	00645	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	NORTH	North of Scotl...	Highla	Filter...	
(06407) Bedford Interchange Rp	Dr Explain	06407	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	CENTRAL AND...	Bucks/Bedford...	Bucks/	Filter...	
(00459) Newbury	Dr Explain	00459	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	CENTRAL AND...	Thames Valley	Thame	Filter...	
(06493) Newbury	Dr Explain	06493	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	CENTRAL AND...	Thames Valley	West E	Filter...	
(00340) Porthcawl	Dr Explain	00340	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	CENTRAL AND...	Wales	Swans	Filter...	
(00243) Bristol	Dr Explain	00243	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	SOUTH	Bristol and Wil...	Bristol	Filter...	
(00336) Clifton	Dr Explain	00336	01/05/2012	30/04/2013	<input checked="" type="checkbox"/>	None	£0.00	£0.00	SOUTH	Bristol and Wil...	South	Filter...	

1. Highlight the PPM Task to be removed.

2. Click the "Edit Actions" button.

PPM Tasks	View Actions	Edit Actions
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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>