Reactive SLAs Tab - Add Building(s) to a **Reactive Task**

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

1. Click on the Reactive SLAs tab.

Work Order Types, Sub Work Order Types & Equipment/Service Types									
WO Type	Sub WO Type	Task Type	Op SLA	Non-Op SLA	Op Fix SLA	Non-Op Fix SLA	Op Temp Fix SLA	Non-Op Temp Fix SLA	Priority
RETAIL			4 Working Ho	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
RETAIL	Photography		4 Working Ho	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
RETAIL	Photography	Camera Display	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	Not Set
RETAIL	Photography	Equipment	4 Working Ho	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
RETAIL	Retail Selling Aids		4 Working Ho	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
RETAIL	Retail Selling Aids	Customer BMI Scales	4 Working Ho	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
RETAIL	Retail Selling Aids	Footfall Counters	4 Working Ho	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
RETAIL	Retail Selling Aids	Price Strips	4 Working Ho	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set

Buildings										C	hange Building SLA	s
Number	Client	Status	Name 🔺	Start Date	End Date	Op SLA	Non-Op SLA	Op Fix SLA	Non-Op Fix SLA	Op Temp Fix SLA	Non-Op Temp Fix	4
Filter	Filter	Filter	Filter									Ч
553	Dr Explain	Trading	ALDERSHOT	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
55320	Dr Explain	Trading	Aldershot PFS	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
555	Dr Explain	Trading	BACUP	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
573	Dr Explain	Trading	BARGOED	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
57320	Dr Explain	Trading	BARGOED PFS	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
628	Dr Explain	Trading	BEDFORD	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
62820	Dr Explain	Trading	BEDFORD PFS	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
478	Dr Explain	Not Occupied	BIRTLEY	01/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	
567	Dr Explain	Trading	BLAYDON	25/08/2014	31/07/2015	4 Working Ho	Not Set	Not Set	Not Set	2 Working Hours	Not Set	-
•											E.	

2. Click on the Actions button and this menu will be displayed:

Та	sk Types						
	Add Task Type(s)						
	Change Task Type SLAs						
	Copy Task Type SLAs To Task Type(s)						
	Change Task Type Notes						
	Remove Task(s)						
Bu	ildings						
	Add Building(s) to Task Type(s)						
	Copy Task Type Buildings To Task Type(s)						
	Remove Building(s) from Task Type(s)						

3. Click Add Building(s) to Task Type(s). This window will the open:

Add Building(s)								
Ad	Add Building(s) Bulk Select All Clear All Select All Filter Clear All Filter Select Not Filtered							
	Building Known As	Building No.	Building Name					
	Filter	Filter	Filter					
	(142) - ABBEYDALE	142	ABBEYDALE					
	(14230) - ABBEYDALE IP	14230	ABBEYDALE IP					
	(160) - ABERDEEN	160	ABERDEEN					
	(16020) - ABERDEEN PFS	16020	ABERDEEN PFS					
	(240) - ABERYSTWYTH	240	ABERYSTWYTH					
	(24020) - ABERYSTWYTH PFS	24020	ABERYSTWYTH PFS					
	(507) - ACCRINGTON	507	ACCRINGTON					
	(230) - ACOMB	230	ACOMB					
	(302) - ACTON	302	ACTON					
	(161) - AIRDRIE	161	AIRDRIE					
	(16120) - AIRDRIE PFS	16120	AIRDRIE PFS					
	(553) - ALDERSHOT	553	ALDERSHOT					
	m		•					
11	58 available items, 1158 filtered items, 0 selected items							
			OK Cancel					

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

5. Use the Select All or Clear All buttons 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. Alternatively each Building can be selected individually by clicking on the tick box on the left hand side of the window.

9. Click here for further information on bulk importing of Buildings.

10. Once a list of Buildings has been selected this window will then open:

Add Building(s)
••••••••••••••••••••••••••••••••••••
Find
OK Cancel

11. From here the User can add which task types they would like the Buildings selected to be applied to. Tick all the Task Types that these Buildings apply to and click OK.

12. Upon clicking on the OK button the Reason for Contract Change window will open

13. Confirming the reason for the contract change will add the selected Buildings to the selected task(s).

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=224