## Reactive SLAs Tab - Copy Task Type Buildings Task Type

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

After adding a Building to a task type on the contract the User can now copy that to other task types. This can be achieved in the following way:

1. Highlight the Task line that is required to copy the Buildings from.

WD Type       Sub WD Type       Task Type       Op SLA       Non-Op SLA       Op Fix SLA       Non-Op Fix SLA       Op Temp Fix SLA       Non-Op Temp Fix SLA       Non Stet       Not Stet	Work Order Ty	ypes, Sub Work Order Typ	oes & Equipmen	nt/Service Types											•	<ul> <li>Actions</li> </ul>
RETAIL     Photography     Camera Display     4 Working Ho     Not Set	WO Type	Sub WO Ty	/pe	Task Type		Op SLA	Non-Op	SLA Op Fix :	SLA Nor	n-Op Fix SLA	Op Temp	o Fix SLA	Non-Op Ter	mp Fix SLA F	riority	
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RETAIL       Photography       Camera Display       4 Working Ho       Not Set	RETAIL	Photograp	hy			4 Working Ho	Not Set	Not Set	t Not	t Set	Not Set		Not Set	1	Not Set	
RETAIL       Photography       Equipment       4 Working Ho…       Not Set       No	RETAIL	Photograp	hy	Camera Display		4 Working Ho	Not Set	Not Set	t Not	t Set	2 Workin	ng Hours	Not Set	1	Not Set	
RETAIL         Retail Selling Aids         Curtomer BMI Scales	RETAIL	Photograp	hy	Equipment		4 Working Ho	Not Set	Not Set	t Not	t Set	Not Set		Not Set	1	Not Set	
RETAIL       Retail Selling Aids       Customer BMI Scales       4 Working Ho       Not Set       Not Set <th< td=""><td>RETAIL</td><td>Retail Sellin</td><td>ng Aids</td><td></td><td></td><td>4 Working Ho</td><td>Not Set</td><td>Not Set</td><td>t Not</td><td>t Set</td><td>Not Set</td><td></td><td>Not Set</td><td>1</td><td>Not Set</td><td></td></th<>	RETAIL	Retail Sellin	ng Aids			4 Working Ho	Not Set	Not Set	t Not	t Set	Not Set		Not Set	1	Not Set	
RETAIL         Retail Selling Aids         Footfall Counters         4 Working Ho         Not Set	RETAIL	Retail Sellin	ng Aids	Customer BMI Sci	ales	4 Working Ho	Not Set	Not Set	t Not	t Set	Not Set		Not Set	1	Not Set	
RETAIL       Retail Selling Aids       Price Strips       4 Working Ho…       Not Set         RETAIL       Retail Selling Aids       Price Strips       4 Working Ho…       Not Set	RETAIL	Retail Sellin	ng Aids	Footfall Counters		4 Working Ho	Not Set	Not Set	t Not	t Set	Not Set		Not Set		Not Set	
Buildings         Starts         Name         Start Date         End Date         Op SLA         Non-Op SLA         Op Fix SLA         Non-Op Fix SLA         Op Temp Fix SLA         Non-Op Fix SLA         Op Temp Fix SLA         Op Temp Fix SLA         Non-Op Fix SLA         Non-Op Fix SLA         Op Temp Fix SLA         Non-Op Fix SLA         Op Temp Fix SLA         Non-Op Fix SLA         Non-Op Fix SLA         Op Temp Fix SLA         Non-Op Fix SLA         Non-Op Fix SLA         Non-Op Fix SLA         Non-Op Fix SLA	RETAIL	Retail Sellin	ng Aids	Price Strips		4 Working Ho	Not Set	Not Set	t Not	Not Set		Not Set N		Not Set N		
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2. Click the "Actions" button. This menu will be displayed:

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

3. Click on "Copy Task Type Buildings to Task Type(s)" menu option. This window will then open:

Add Building(s)	
•••       RETAIL         •••       Photography         •••       Camera Display         •••       Equipment         •••       Retail Selling Aids         •••       Retail Selling Aids         •••       Footfall Counters         •••       Price Strips	
Find « »	Select All Clear All
OK	Cancel

4. Tick any task types that the Buildings will be applied to by clicking on the tick box on the left hand side of the window. Clicking on the Work Order Type will automatically tick every Sub Work Order Type and Equipment/Service Types underneath it. Clicking on a Sub Work Order Type will automatically tick any Equipment/Service Types underneath it. Alternatively the User can click on individual Equipment/Services Types separately. If the User would like to copy these Buildings to everything they can click on the Select All button. Clicking on the "Clear All" button will clear everything that has been selected.

5. Once the User has selected all Task Types click on OK. The User will then be presented with the Reason for Contract Change window.

6. Confirming the reason for the contract change will save any changes made.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=229