

Reactive SLAs Tab - Remove Building(s) from a Reactive Task

1. To remove Buildings from a Reactive Task click the Actions button next to the Work Order Types, Sub Work Order Types and Equipment/Service Types field.

Work Order Types, Sub Work Order Types & Equipment/Service Types

▼ Actions

2. 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 the "Remove Building(s) from Task Types(s)" button. This window will then open:

Add Building(s)

Add Building(s)

Bulk Select

Select All

Clear All

Select All Filter

Clear All Filter

Select Not Filtered

	Building Known As	Building No.	Building Name
<input checked="" type="checkbox"/>	Filter...	Filter...	Filter...
<input type="checkbox"/>	(142) - ABBEYDALE	142	ABBNEYDALE
<input type="checkbox"/>	(14230) - ABBEYDALE IP	14230	ABBNEYDALE IP
<input type="checkbox"/>	(160) - ABERDEEN	160	ABERDEEN
<input type="checkbox"/>	(16020) - ABERDEEN PFS	16020	ABERDEEN PFS
<input type="checkbox"/>	(240) - ABERYSTWYTH	240	ABERYSTWYTH
<input type="checkbox"/>	(24020) - ABERYSTWYTH PFS	24020	ABERYSTWYTH PFS
<input type="checkbox"/>	(507) - ACCRINGTON	507	ACCRINGTON
<input type="checkbox"/>	(230) - ACOMB	230	ACOMB
<input type="checkbox"/>	(302) - ACTON	302	ACTON
<input type="checkbox"/>	(161) - AIRDRIE	161	AIRDRIE
<input type="checkbox"/>	(16120) - AIRDRIE PFS	16120	AIRDRIE PFS
<input type="checkbox"/>	(553) - ALDERSHOT	553	ALDERSHOT

1158 available items, 1158 filtered items, 0 selected items

OK

Cancel

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

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

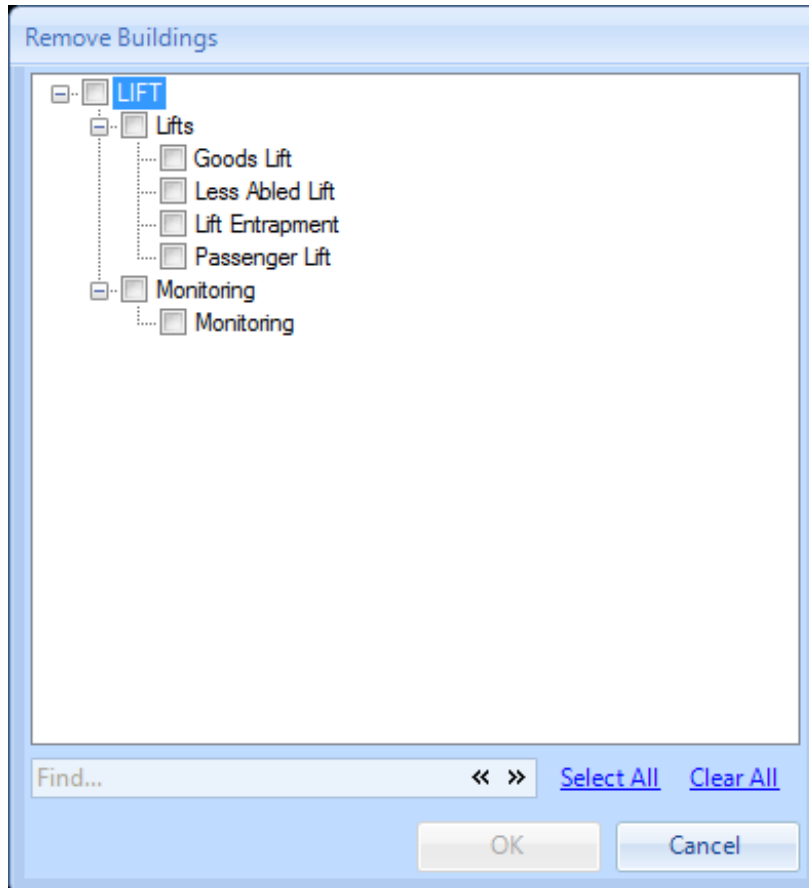
6. If the User has filtered the list of Buildings, clicking on the Select All Filtered or Clear All

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. Click [here](#) for further information on bulk importing of Buildings.

9. Once a list of Buildings have been selected this window will then open:



10. From here the User can select which task types they would like the Buildings selected to be removed from. Tick all the Task Types that require the selected Buildings to be removed from and click OK.

11. Upon clicking on OK. The User will then be presented with the [Reason for Contract Change](#) window.

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

13. Clicking on OK when there are already work orders created/generated will bring back a list of [Affected Work Orders](#).

14. Once the User has decided what to do with any affected work orders (if applicable). The Building will be removed from the task type(s) selected.

