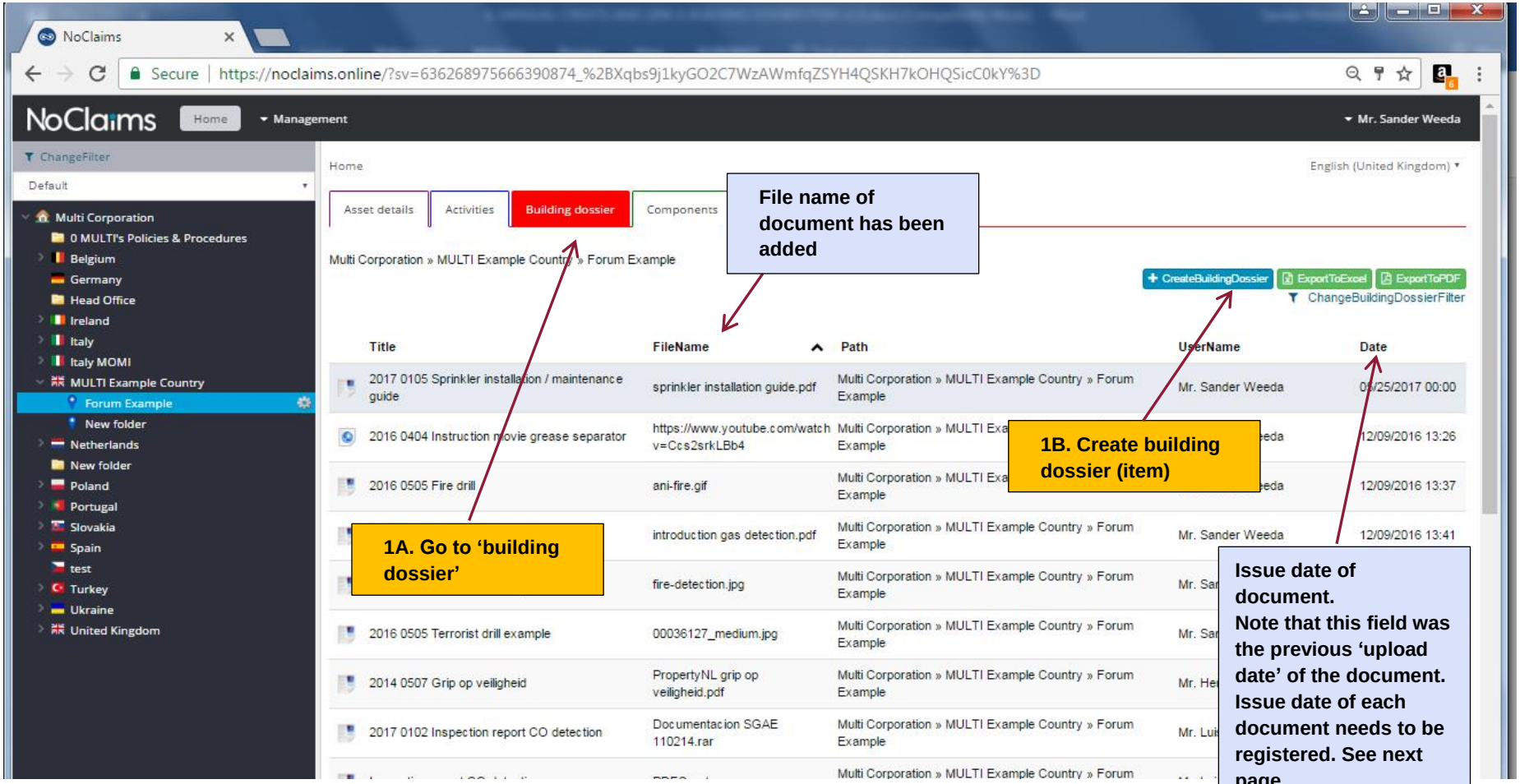
MANUAL – CREATE AND LINK BUILDING DOSSIER ITEMS

Date: 04-04-2017

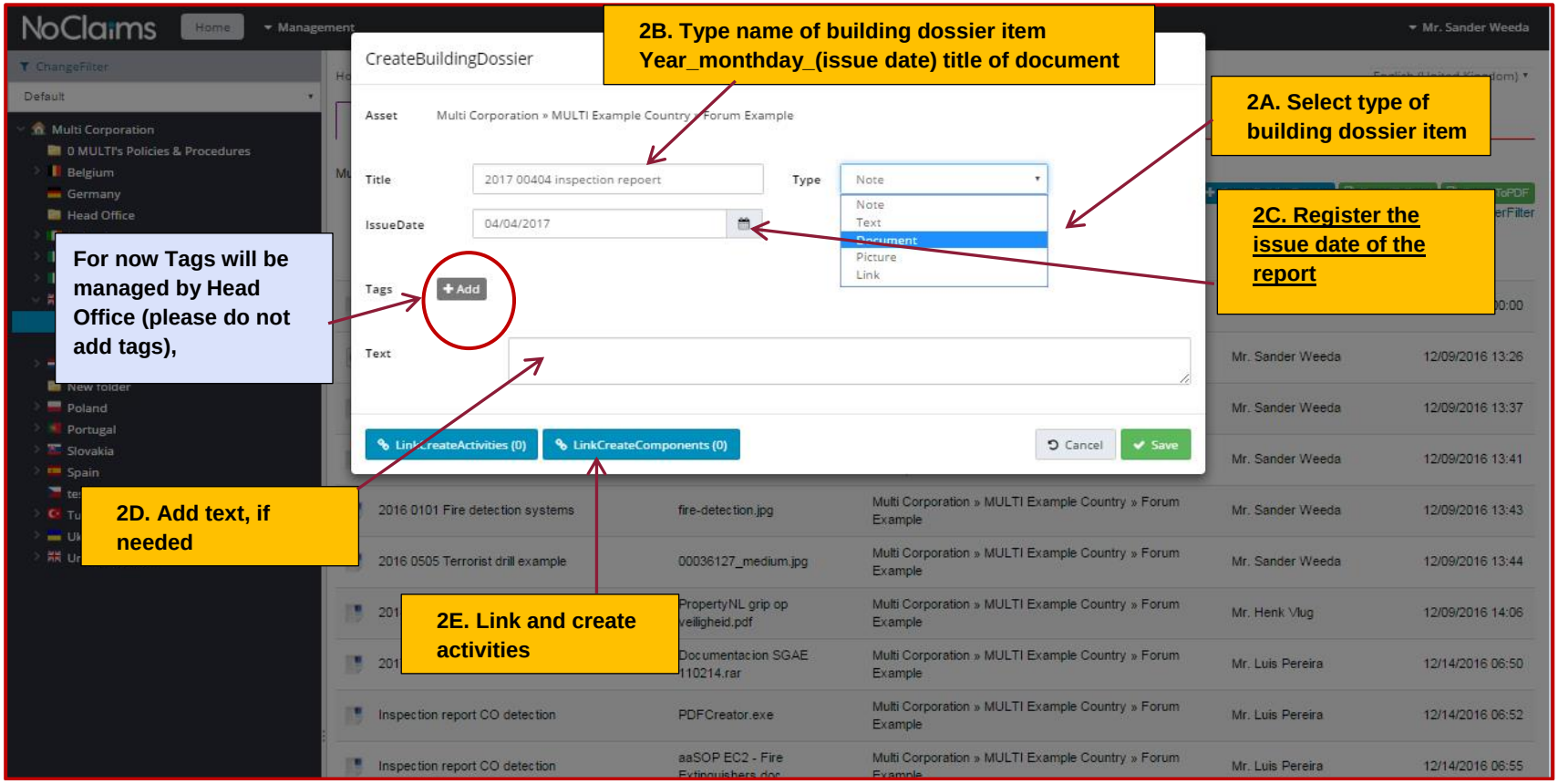
There are 2 options to create and link a building dossier item to an activity

OPTION 1 – FROM BUILDING DOSSIER SCREEN

STEP 1 – BUILDING DOSSIER SCREEN



STEP 2 – CREATE BUILDING DOSSIER ITEM

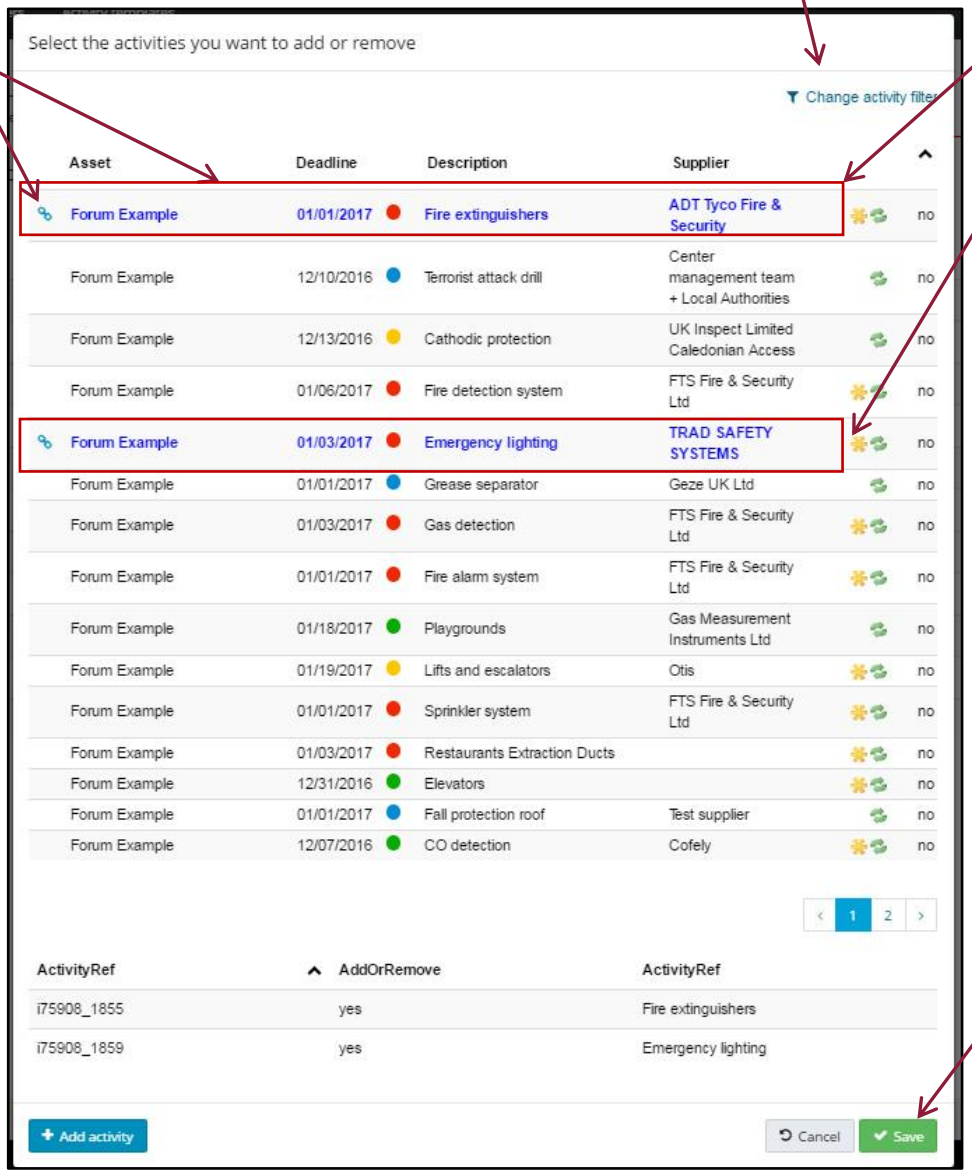


STEP 3 – LINK ACTIVITY TO BUILDING DOSSIER ITEM

Please note that there is a filter option…

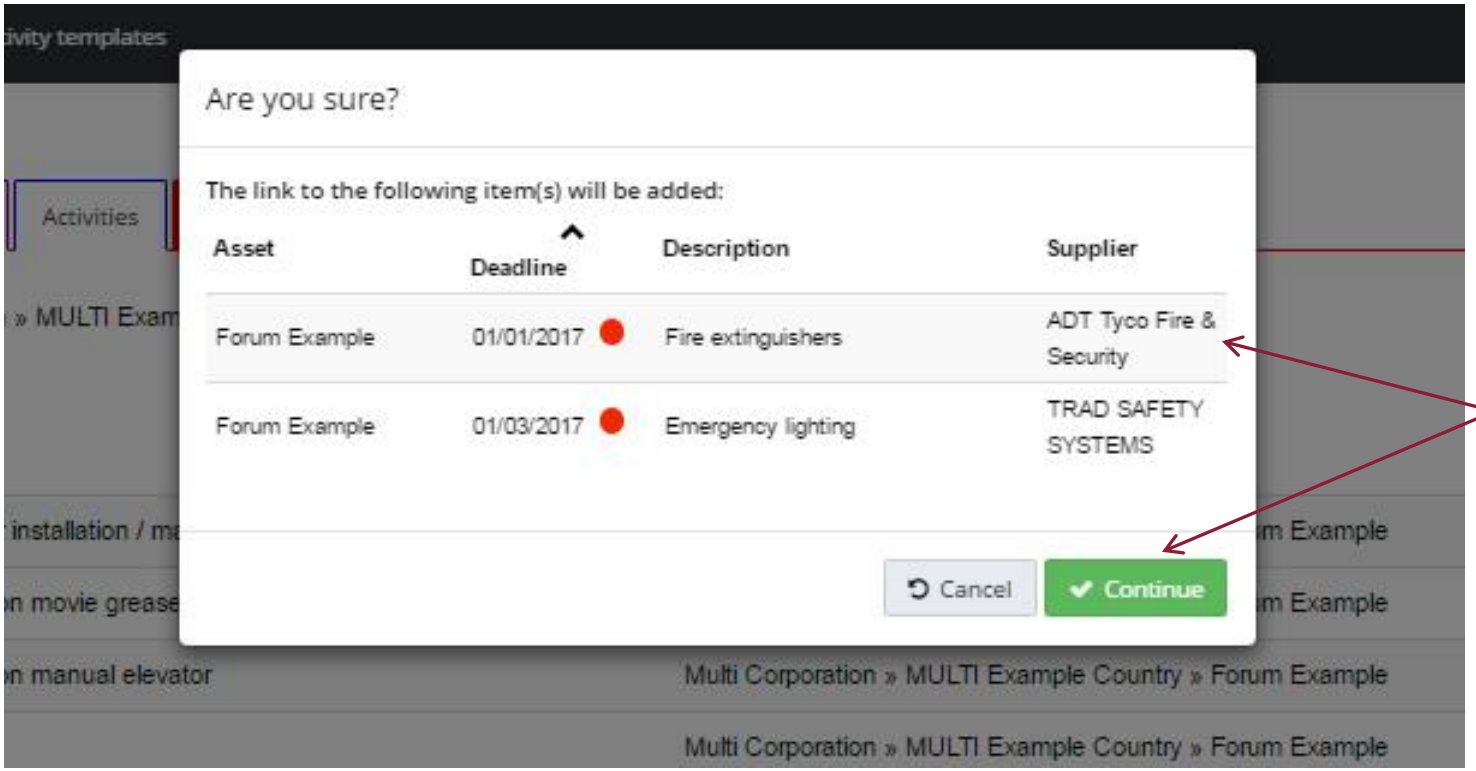
3A. Select the activities that need to be linked to this building dossier item.

Activities that will be linked are indicated in color blue + symbol



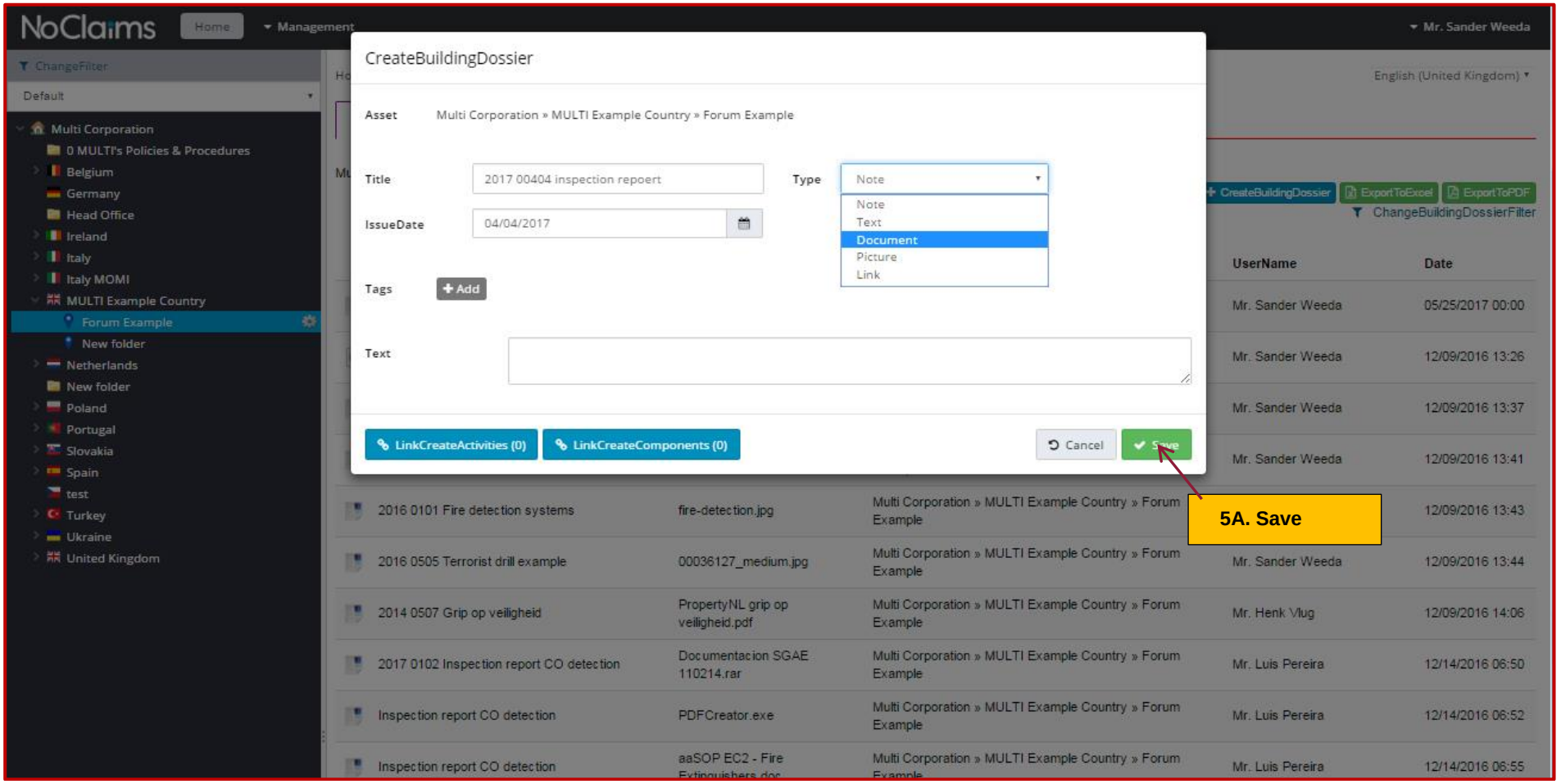
3B. Save

STEP 4 – CONFIRM



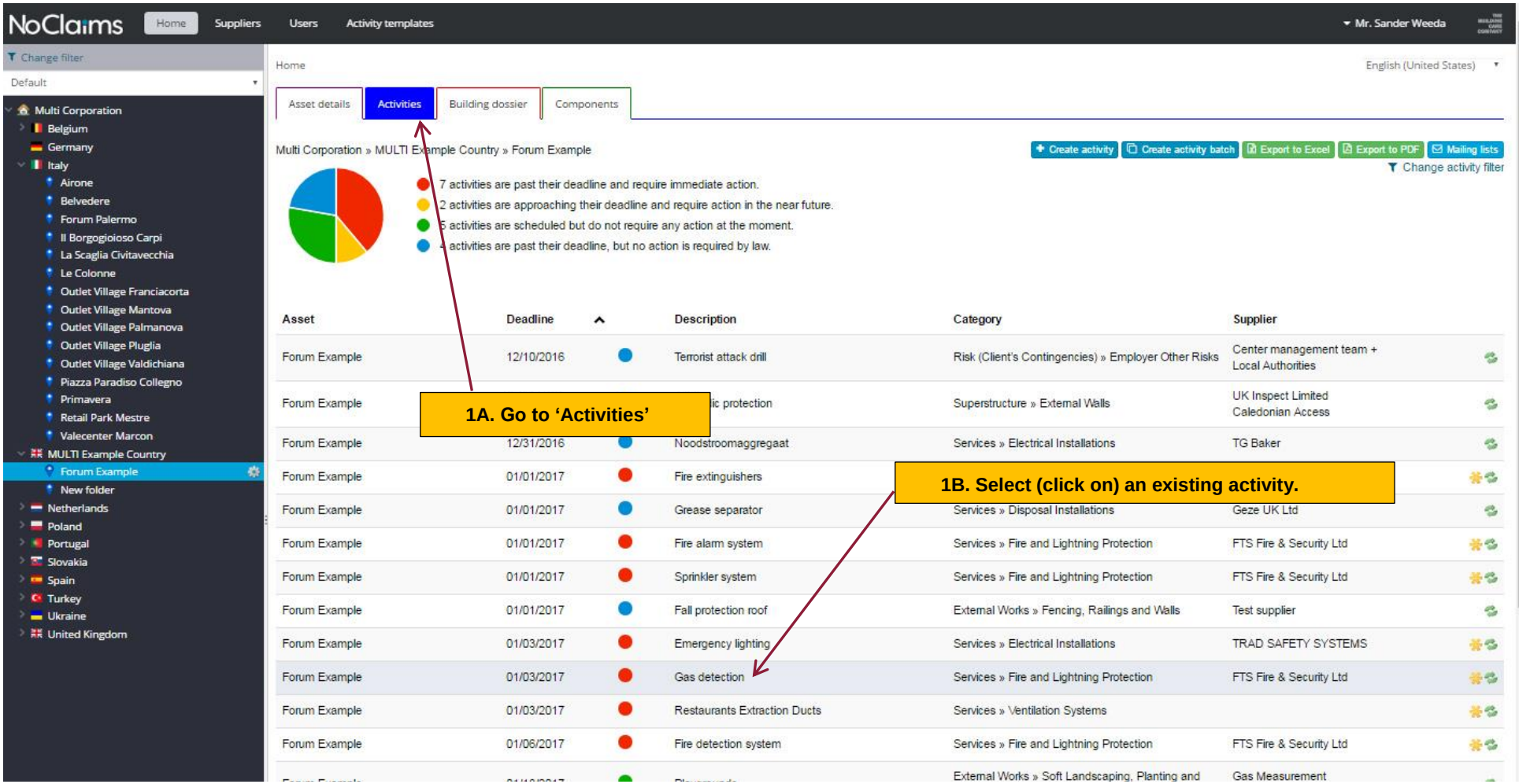
4A. Verify if the correct building dossier item will be added.
If yes, click 'continue'.
If no click 'cancel'.

STEP 5 – SAVE BUILDING DOSSIER ITEM INCL. LINKED ACTIVITIES

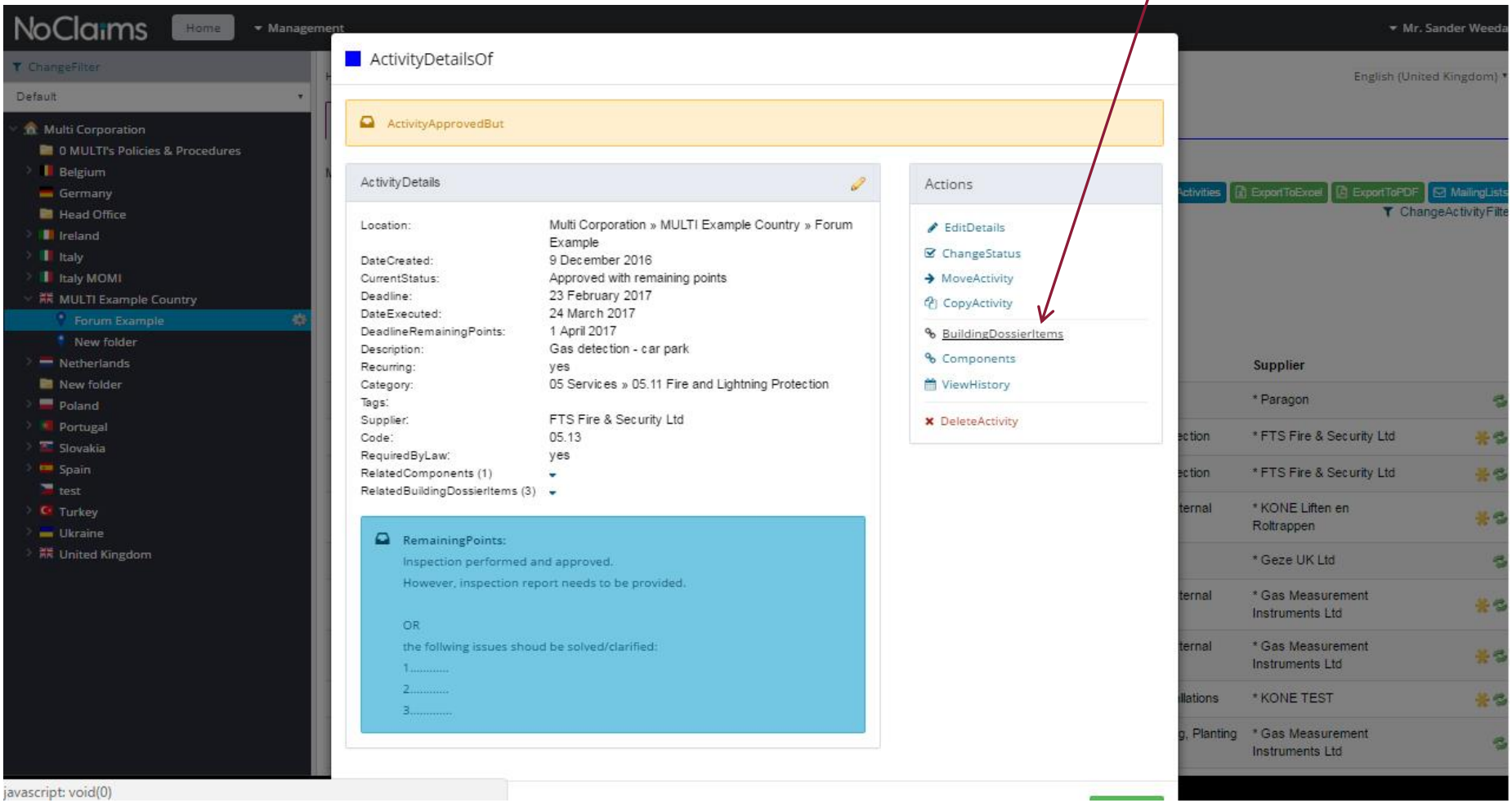


OPTION 2 – FROM ACTIVITY SCREEN

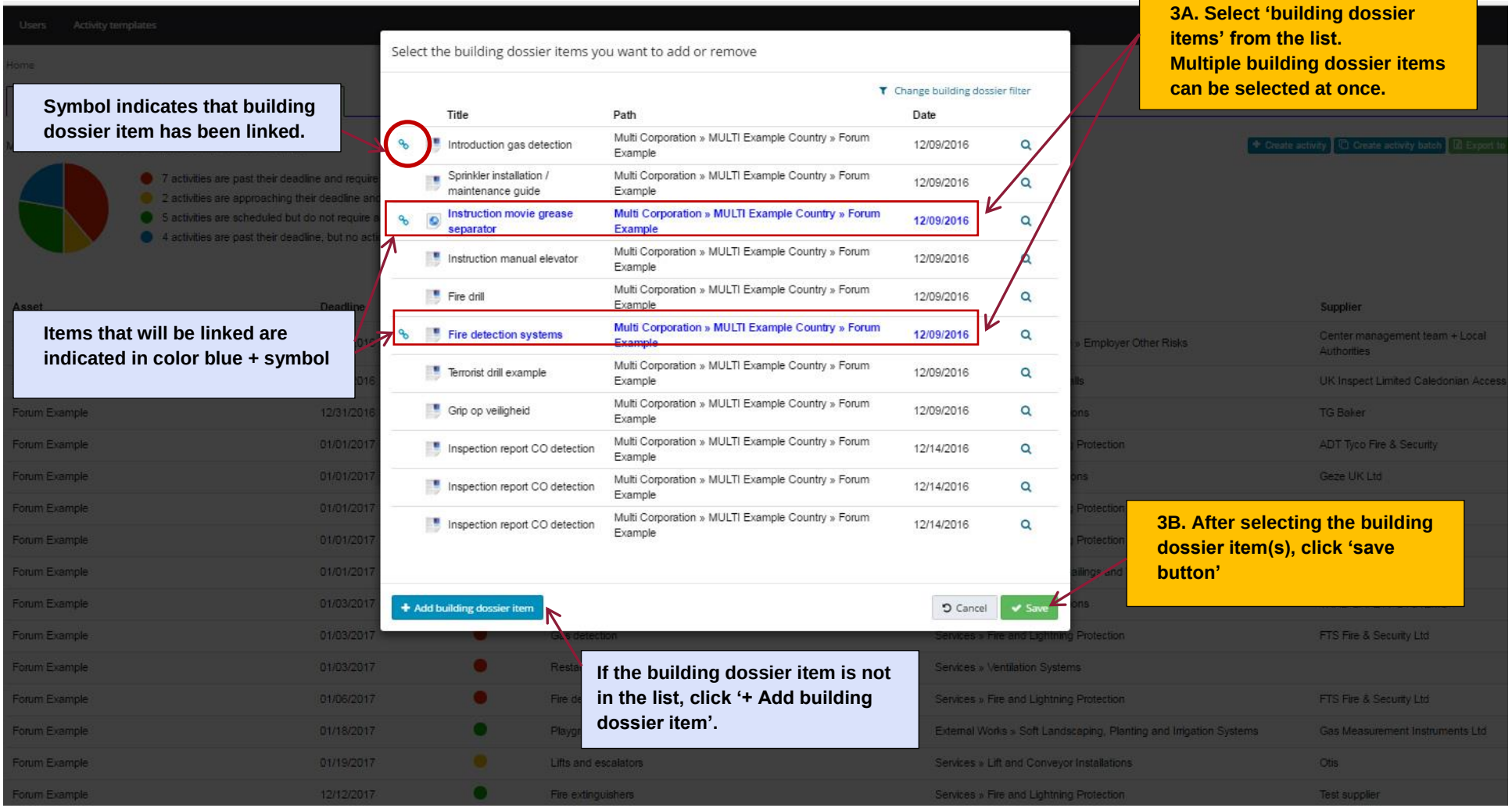
STEP 1 – ACTIVITY SCREEN



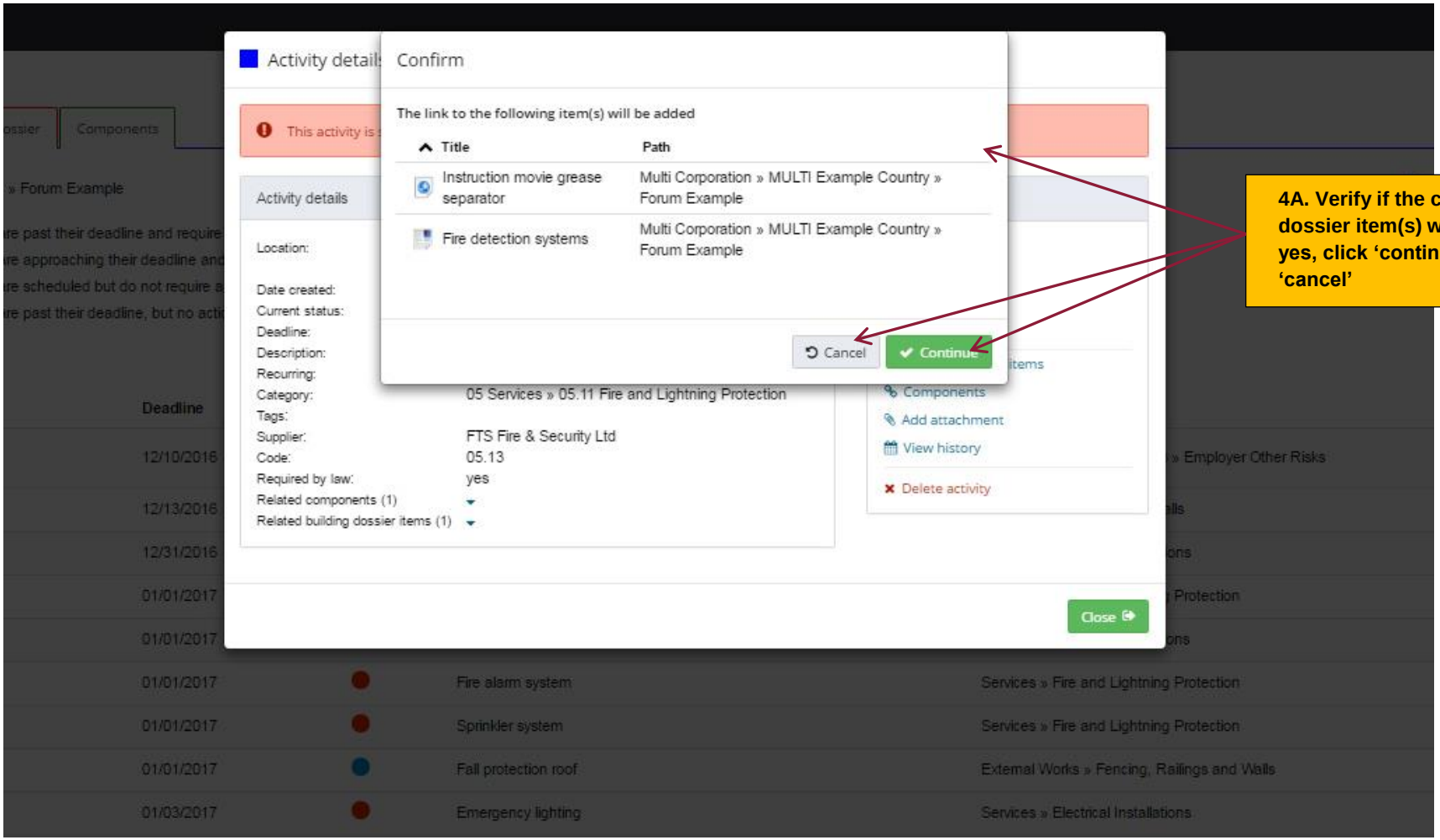
STEP 2 – BUILDING DOSSIER ITEMS



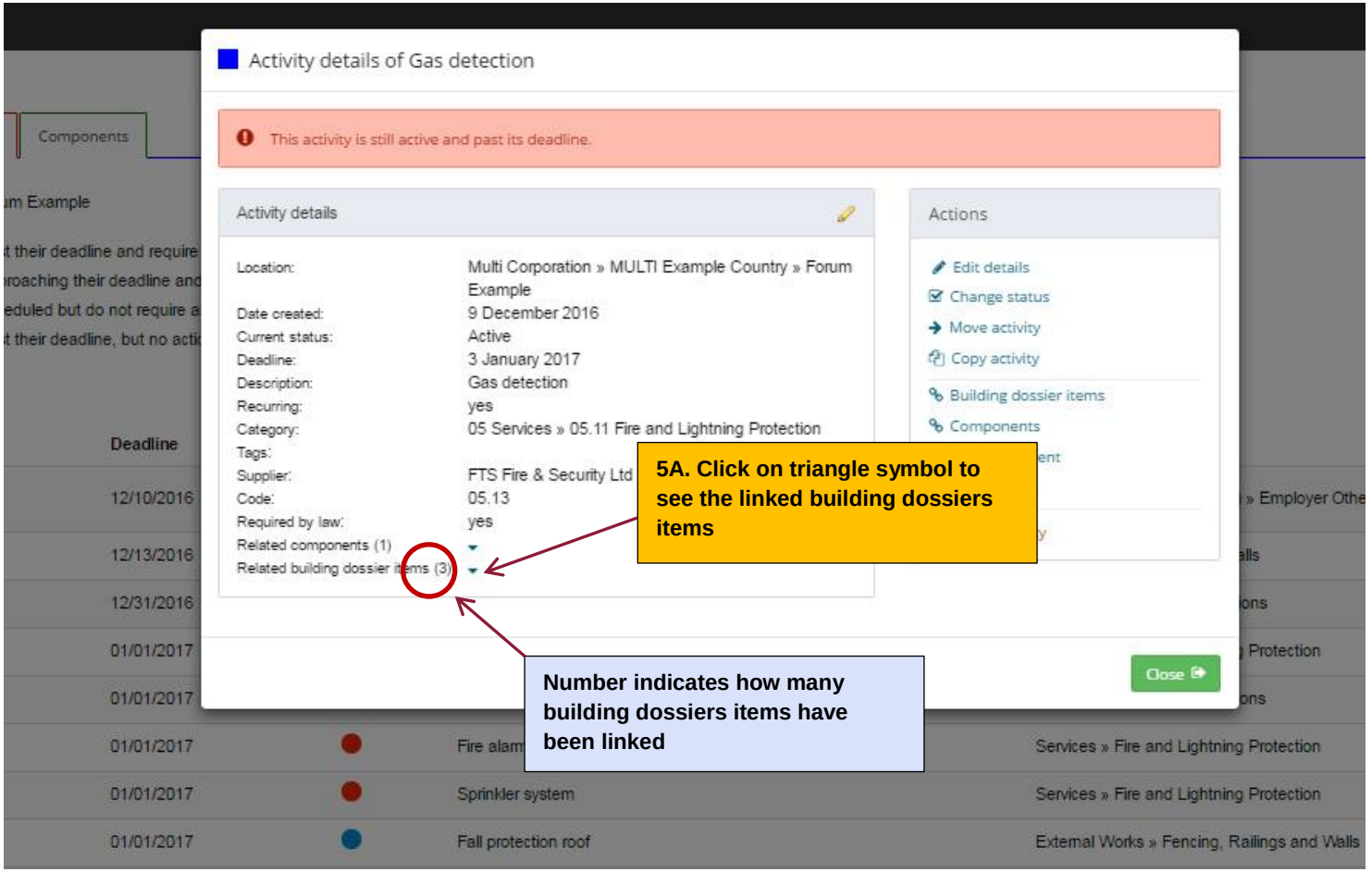
STEP 3 – SELECT BUIDING DOSSIER ITEM



STEP 4 – VERIFY AND CONFIRM



STEP 5 – BUILDING DOSSIER ITEMS HAVE BEEN LINKED



STEP 6 – SEE LIST AND CLOSE

