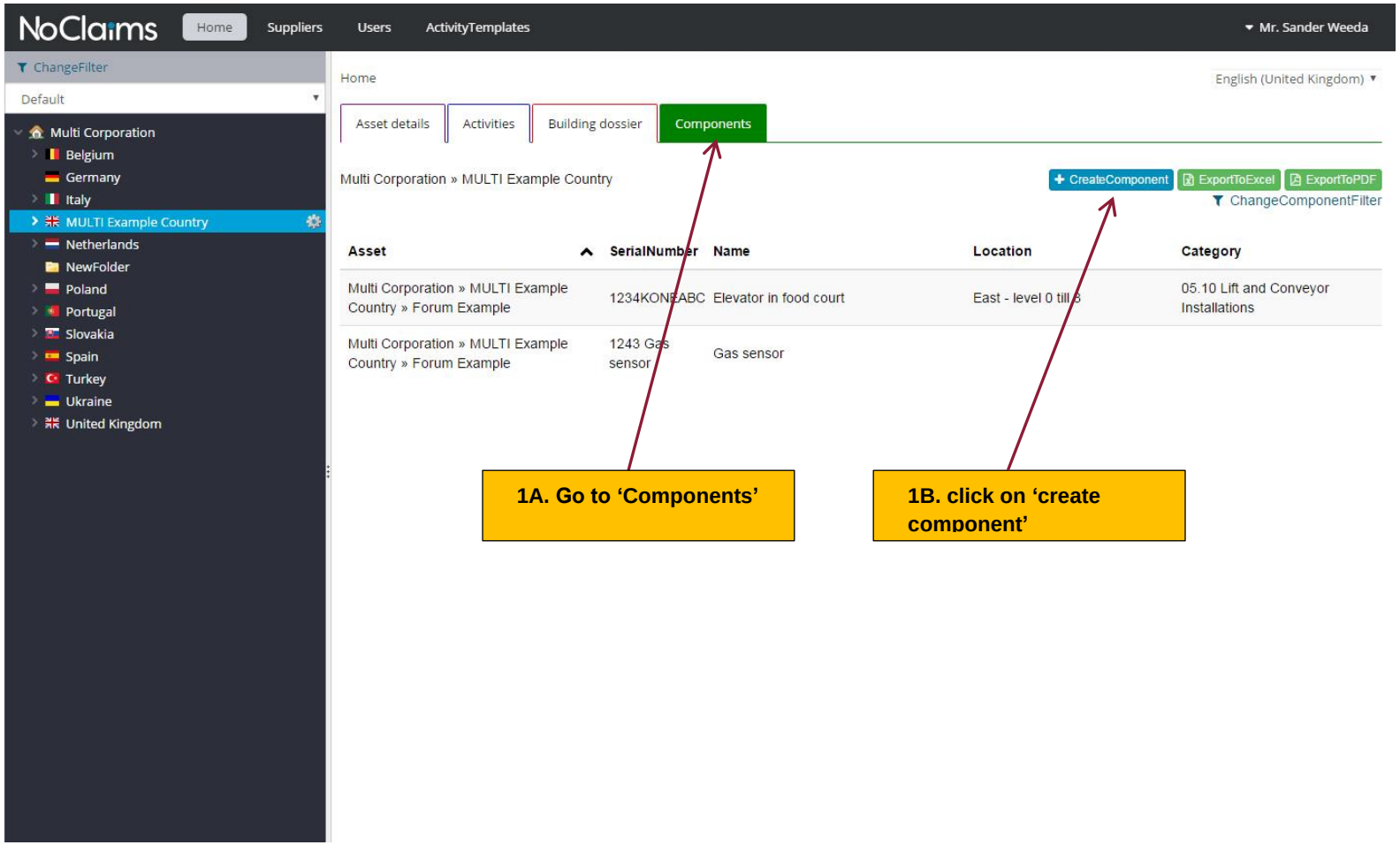
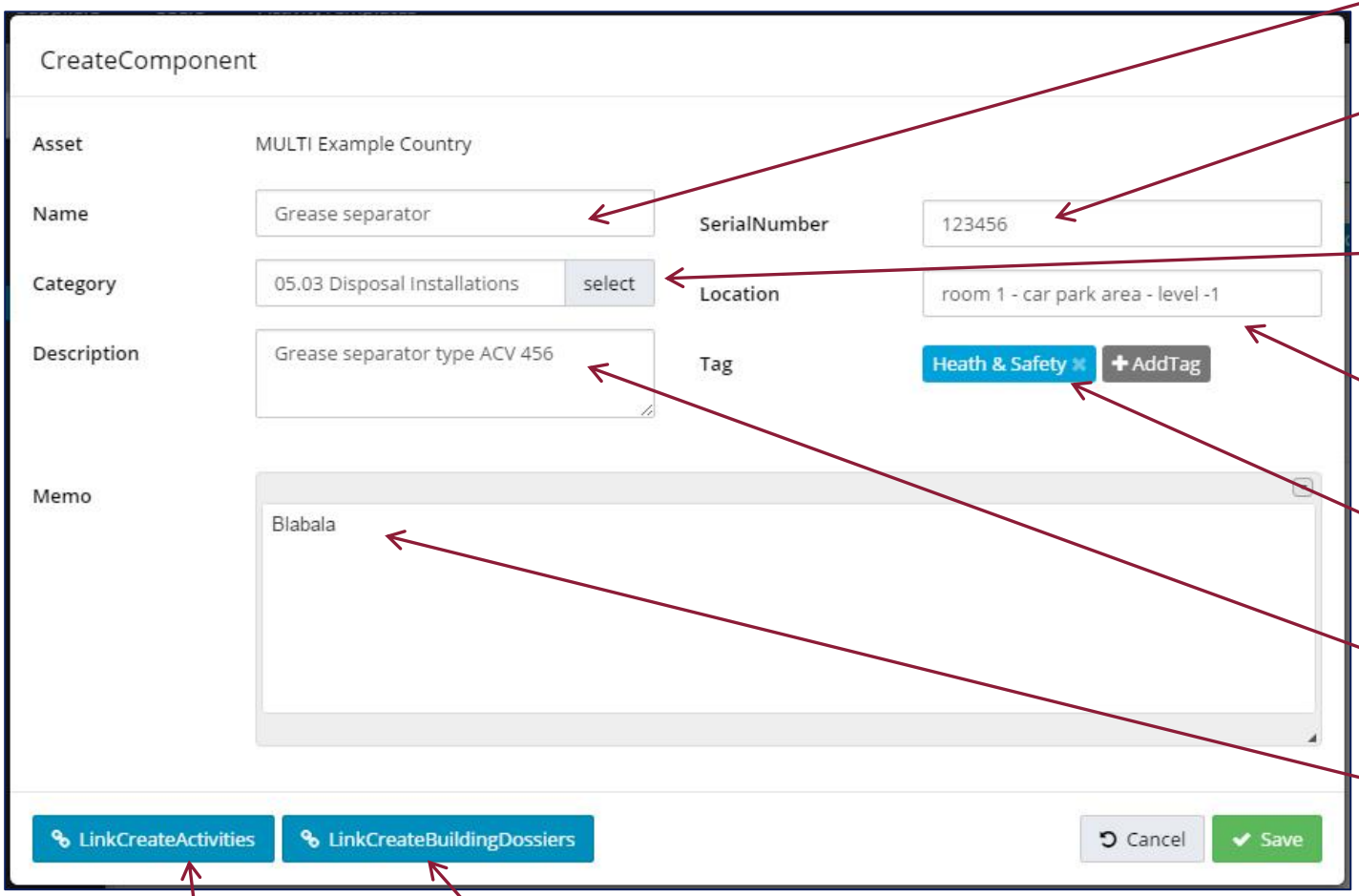
MANUAL – CREATE AND LINK A COMPONENT

Date: 23-01-2017

STEP 1 – GO TO COMPONENTS SCREEN



STEP 2 – CREATE A COMPONENT



2A. type name of component

2B. type serial number (if applicable)

2C. Select category. This should be equal as the category of the corresponding activity

2D. register the location

2E. Add H&S Tag (if related to H&S)

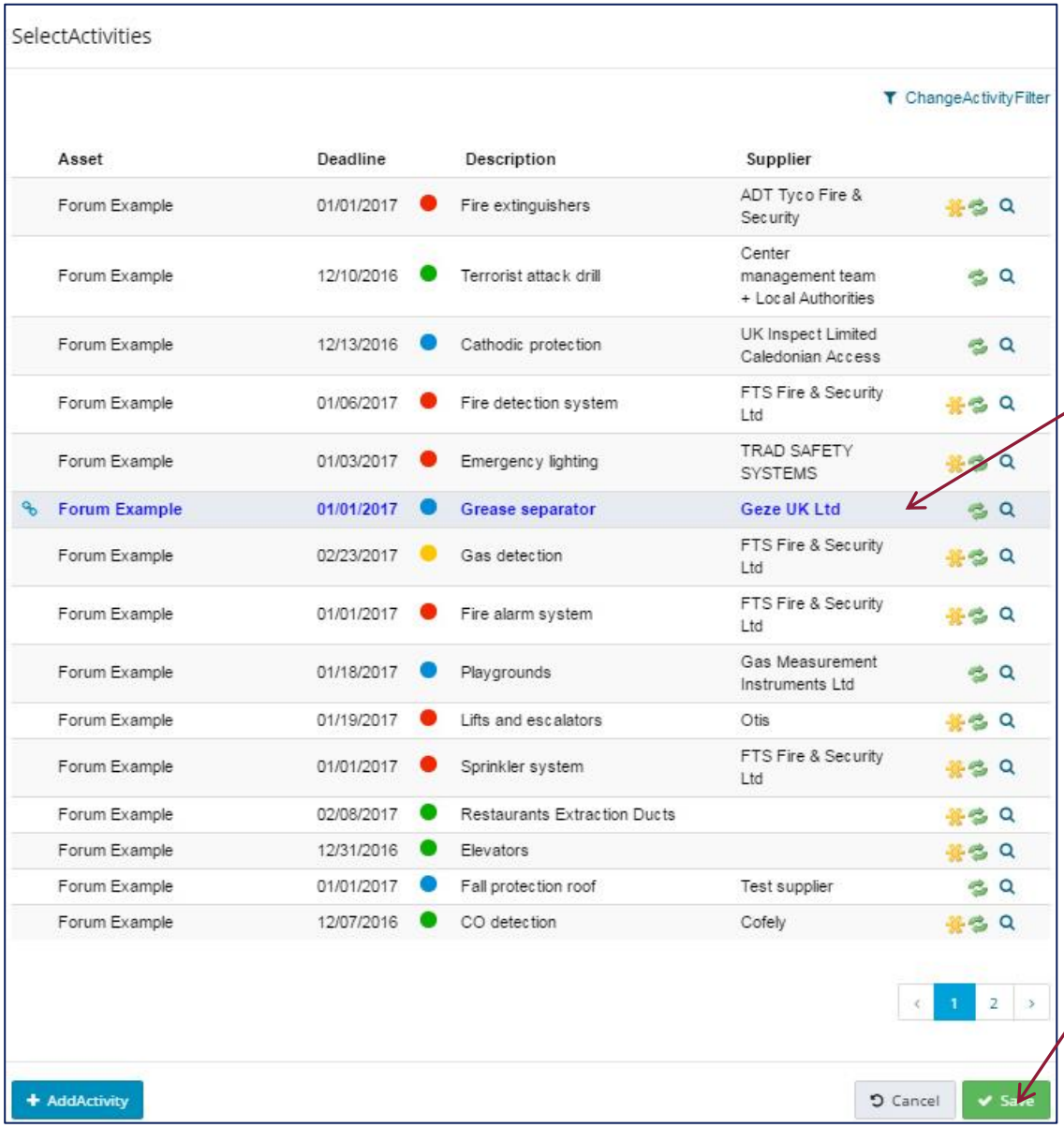
2F. Add description

2G. Add memo

2H. Link relevant activities - see 1st next page

2I. Link relevant building dossier items - see 2nd next page

STEP 3 – LINK ACTIVITIES

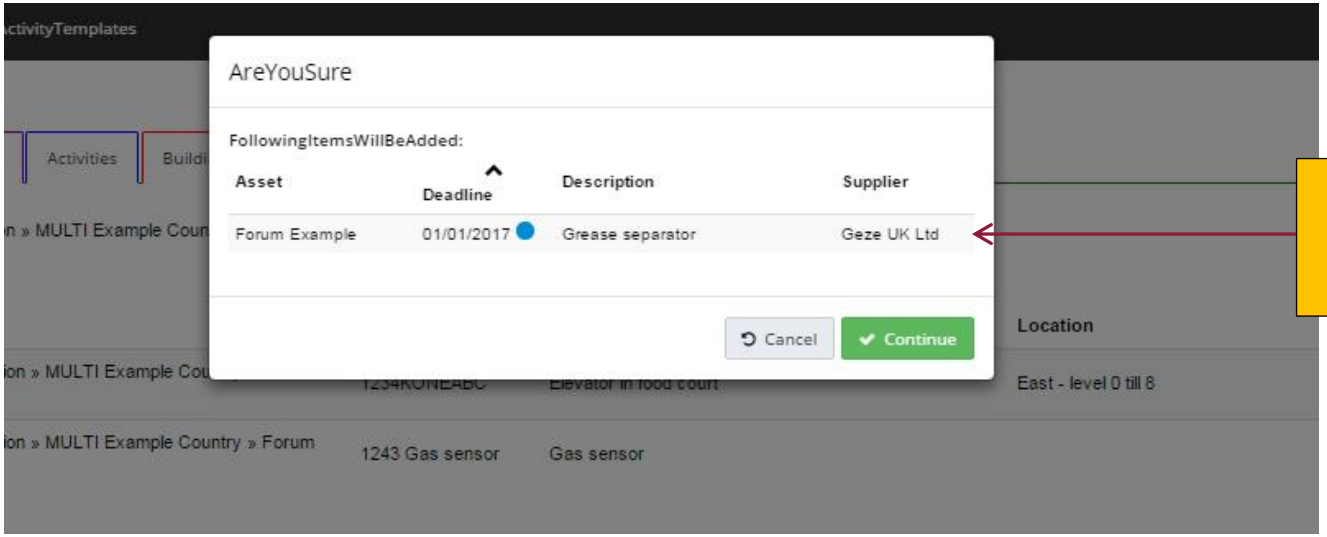


3A. Select the activity/ies that need(s) to be linked to this building component

3C. Save

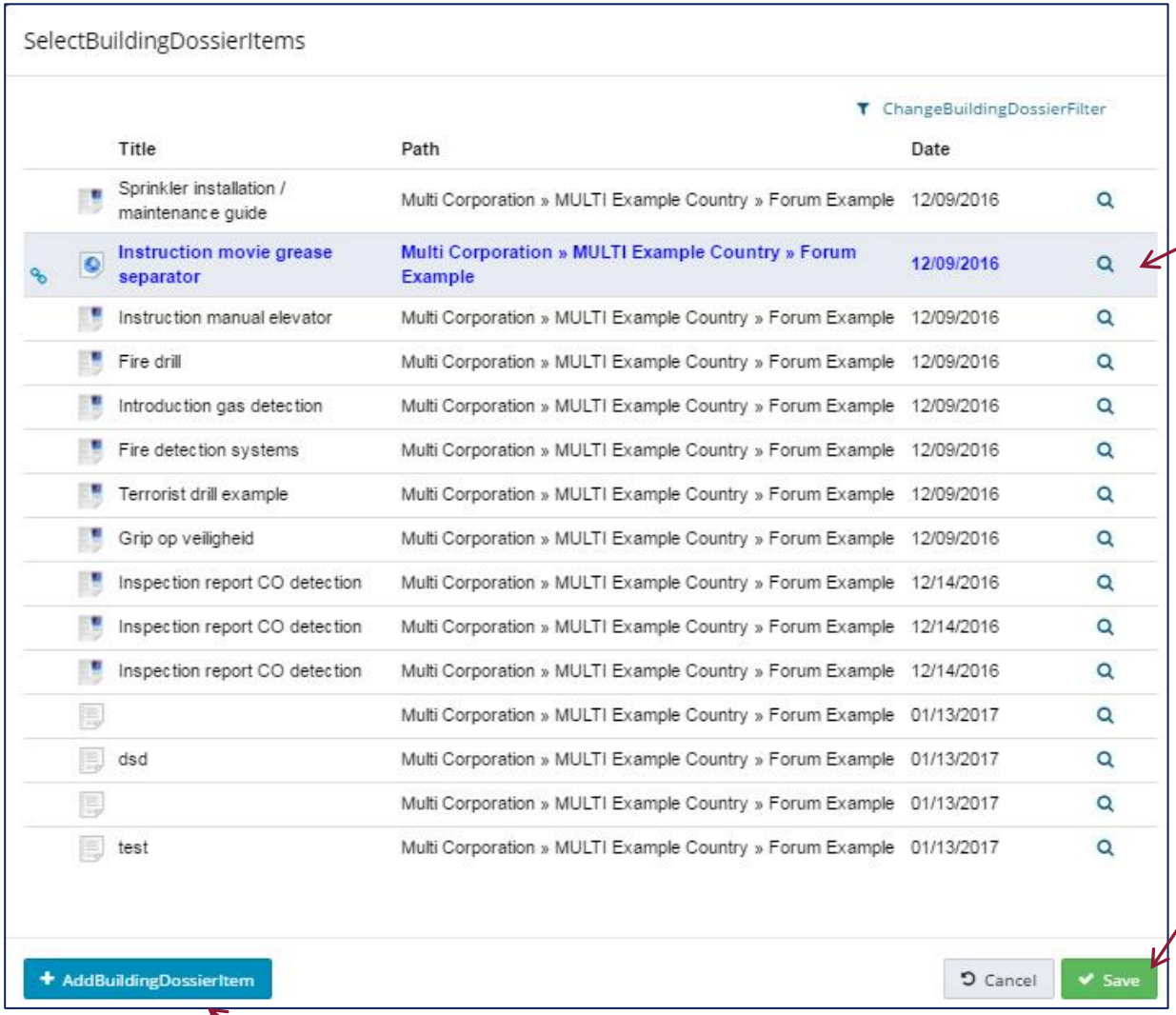
3B. If the activity is not in the list please add (create) a new activity

STEP 4 – VERIFY AND CONFIRM



4A. Verify if the correct activities will be linked.
If yes, click 'continue'.
If no click 'cancel'.

STEP 5 – LINK BUILDING DOSSIER ITEMS

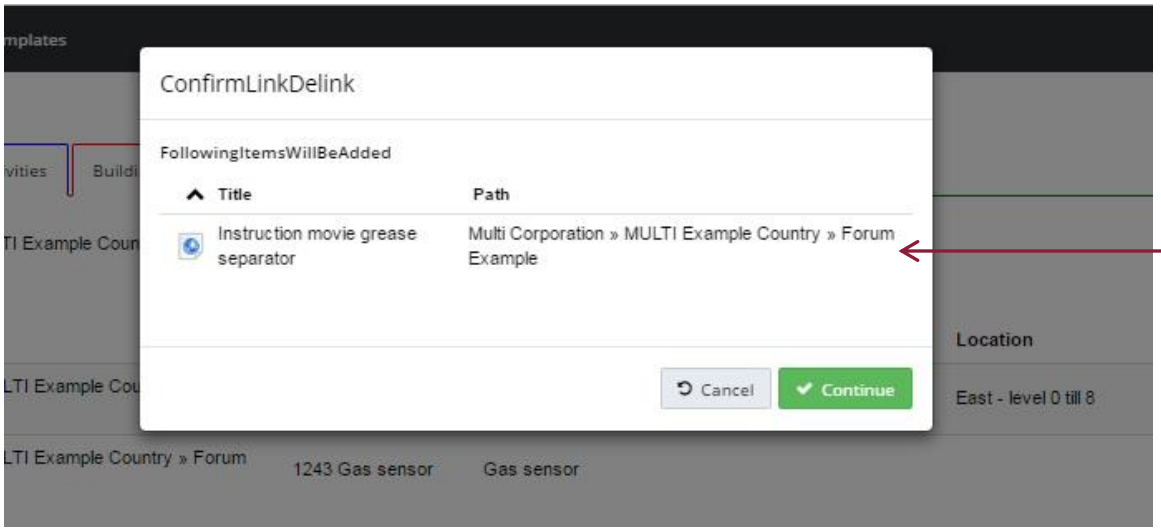


5A. Select the building dossier item(s) that needs to be linked to this building component

5B. If the building dossier item is not in the list please add (create) a new building dossier item

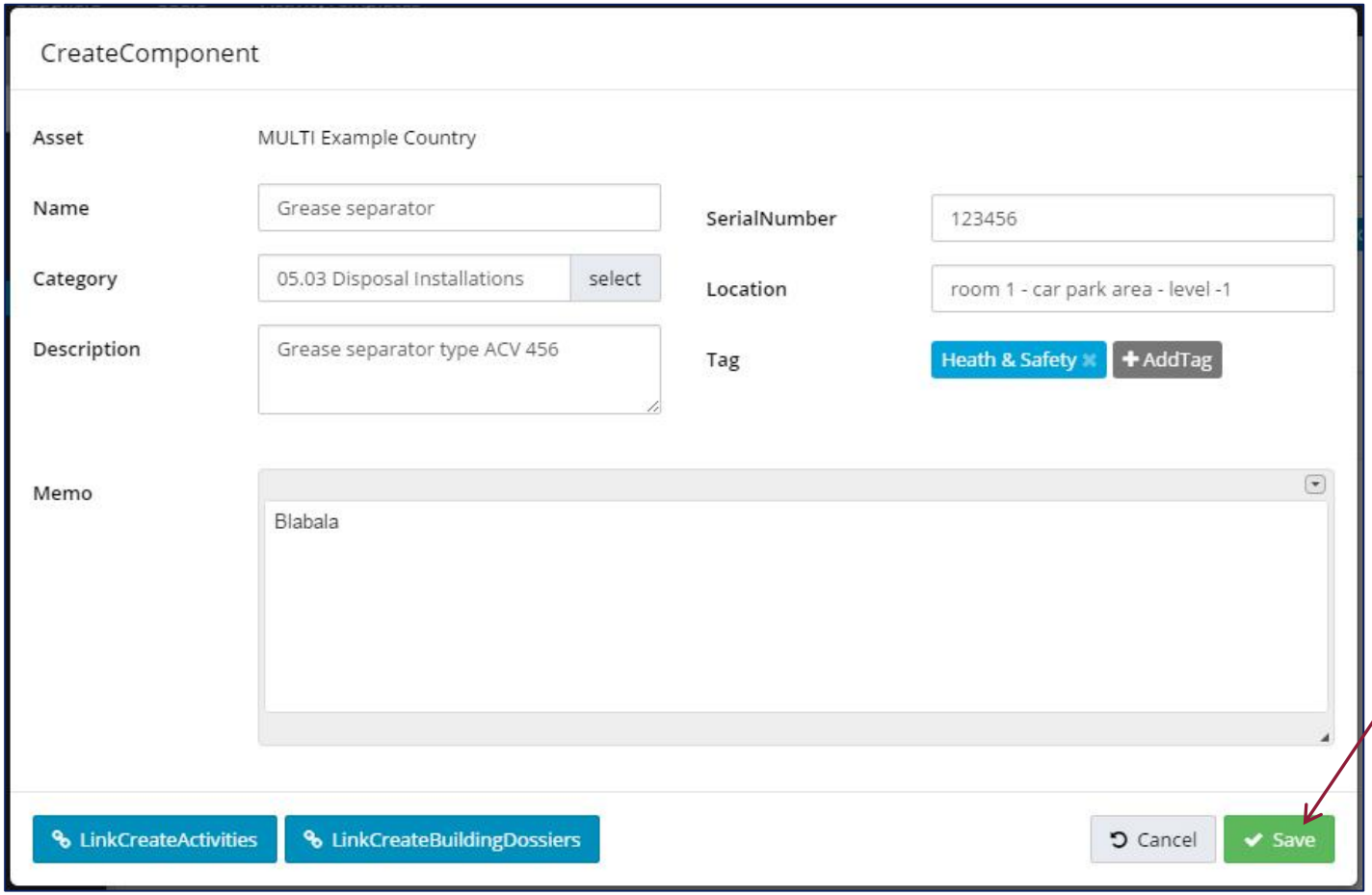
5C. Save

STEP 6 – VERIFY AND CONFIRM



6A. Verify if the correct building dossier item will be linked.
If yes, click 'continue'.
If no click 'cancel'.

STEP 7 - SAVE


CreateComponent
Asset
MULTI Example Country
Name
Grease separator
SerialNumber
123456
Category
05.03 Disposal Installations
select
Location
room 1 - car park area - level -1
Description
Grease separator type ACV 456
Tag
Heath & Safety
AddTag
Memo
Blabala
LinkCreateActivities
LinkCreateBuildingDossiers
Cancel
Save
8A. Save