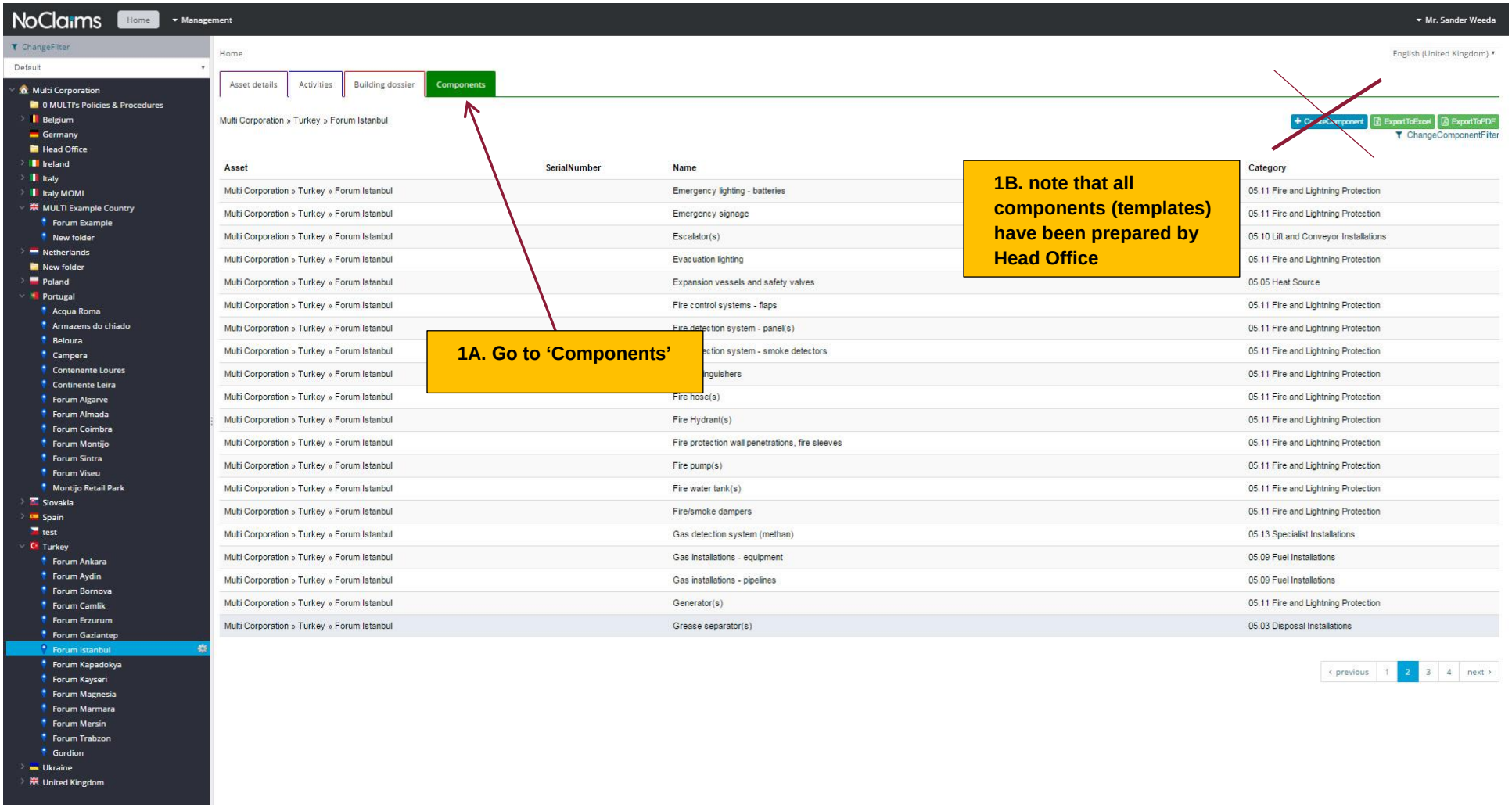
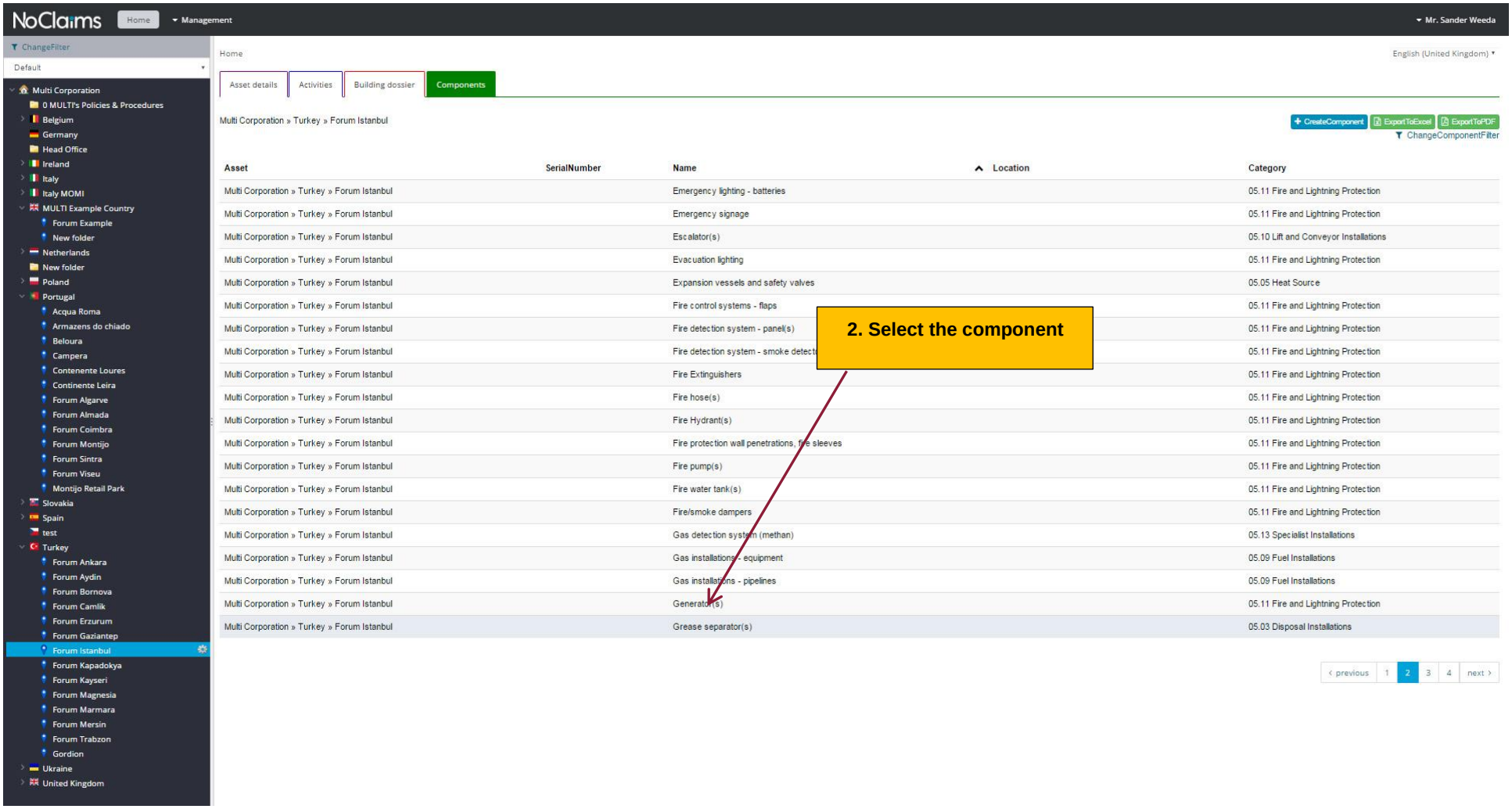
MANUAL – CREATE AND LINK A COMPONENT

Date: 29-03-2017

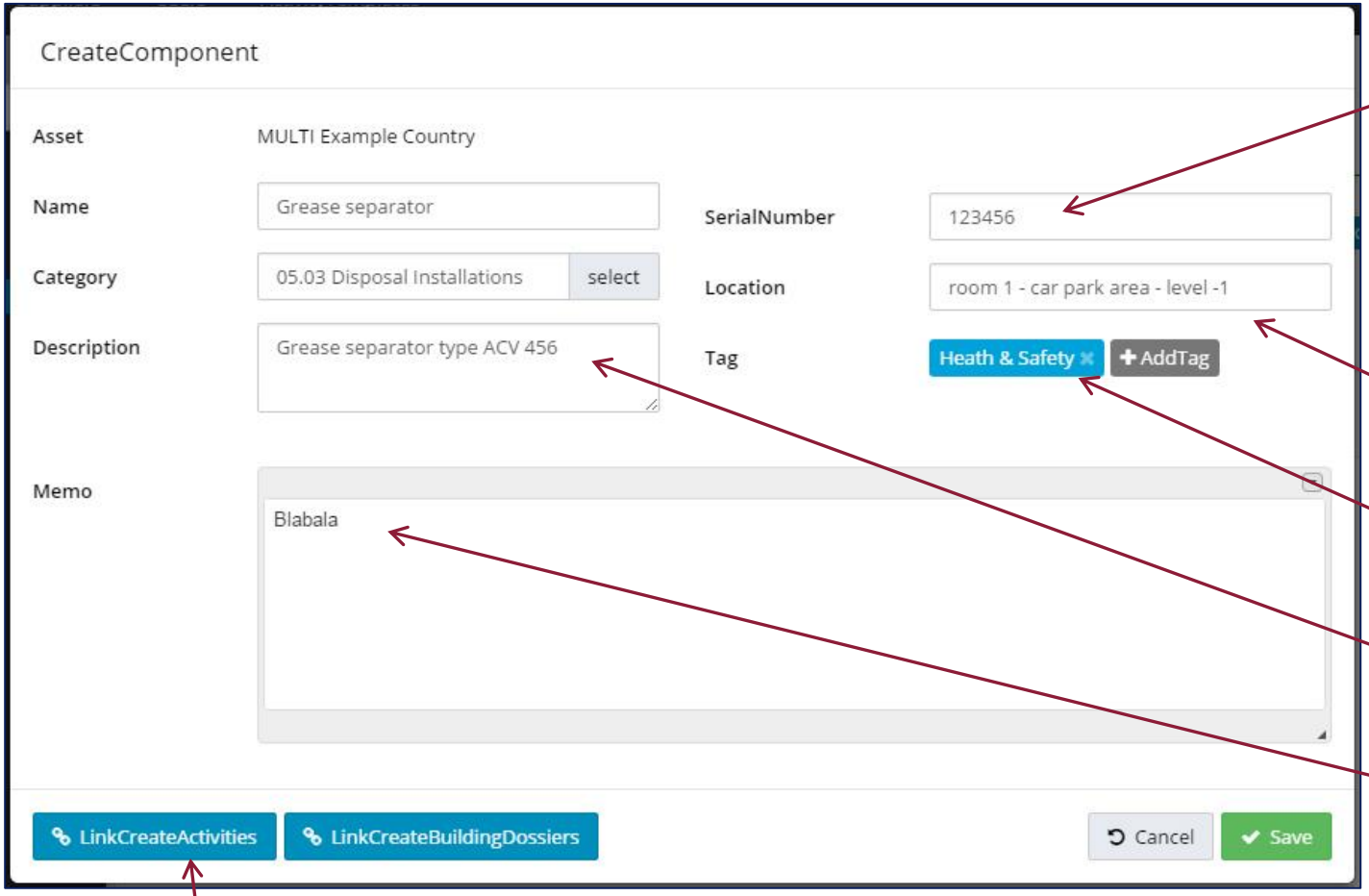
STEP 1 – GO TO COMPONENTS SCREEN



STEP 2 – SELELCT A COMPONENT



STEP 3 – ADD RELEVANT INFORMATION



3A. type serial number (if applicable)

3B. register the location

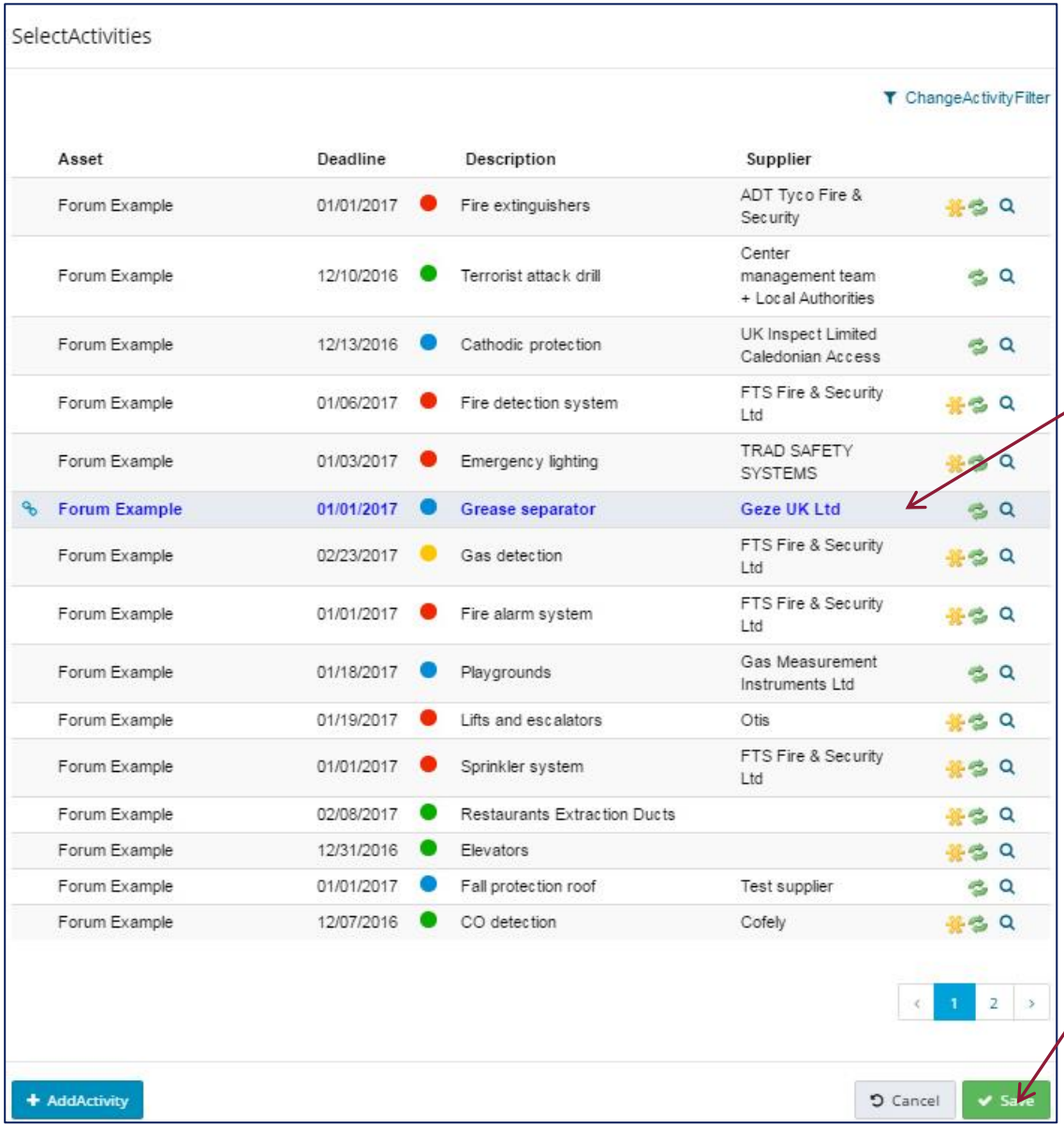
3C. Add H&S Tag (if related to H&S)

3D. Add description

3E. Add memo (can also be serial numbers)

3F. Link relevant activities - see next page

STEP 4 – LINK ACTIVITIES

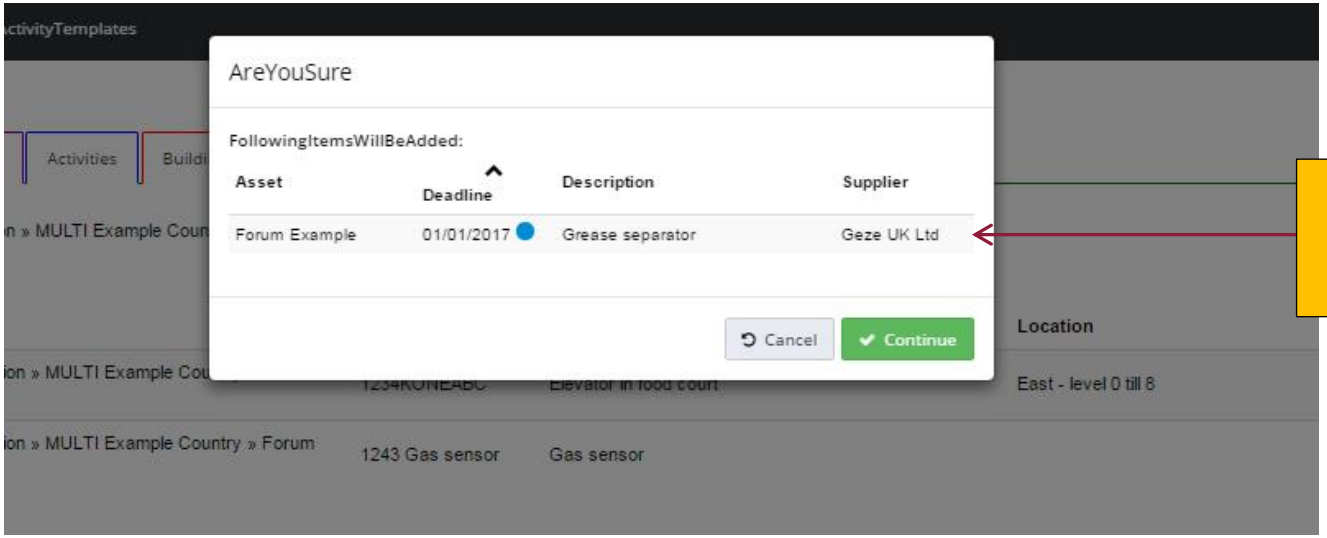


4A. Select the activity/ies that need(s) to be linked to this building component

4C. Save

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

STEP 5 – VERIFY AND CONFIRM



5A. Verify if the correct activities will be linked.
If yes, click 'continue'.
If no click 'cancel'.