

MANUAL – RECORD AN ACTIVITY

Versie 1.2

STEP 1 – ACTIVITY SCREEN

noclaims Home Client Supplier

Contractors BV
Belgium
Germany
Netherlands
Demo
Region North
Building 01
Building 02
Building 03
Region South
Building 04

Home

Asset details **Activities** Tickets Building dossiers Components Invoices

Contractors BV » Netherlands » Region North » Building 01

+ Create activity Create activity batch Export to Excel Export to PDF Mailing lists
Change activity filter

0 past deadline, immediate action required
1 approaching deadline, action required soon
0 scheduled, no action required
1 past deadline, no action required by law


Asset	Deadline		Description	Category	Supplier
Building 01	07/01/2017	●	Cleaning Elevators	Services » Lift and Conveyor Installations	
Building 01	08/01/2017	●	Elevator- and lifting platform installations	Services » Lift and Conveyor Installations	

1A. Go to 'Activities'

1B. click on 'Create activity'

STEP 2 – SELECT ACTIVITY TEMPLATE

Activity

Template	<input type="text"/>	Select	Description	<input type="text"/>
Activity ID	<input type="text"/>		Deadline	<input type="text"/> 
Threshold	<input type="text"/>	days	Is recurring	<input checked="" type="radio"/> yes <input type="radio"/> no
Required by law	<input checked="" type="radio"/> yes <input type="radio"/> no		Period in months	<input type="text" value="12"/>
			Category	<input type="text"/> Select

2A. Click on 'select (template)'

Laws and regulations

Redirected to supplier


Tags

+ Add tag

Comments

 Link and create building dossier items (0)

 Link and create components (0)

 Cancel

 Save

STEP 3 – SELECT ACTIVITY TEMPLATE (FROM LIST)

Select

Activity templates

Code	Description	Owner	Category	Country	
05.04	Legionella (NIET Prioritair), Inspectie (3y)	Fortrus B.V.	Services » Water Installations	Netherlands	✳️🔄
05.04	Legionella (Prioritair), Inspectie (3y)	Fortrus B.V.	Services » Water Installations	Netherlands	✳️🔄
05.04	Legionella (Prioritair), Onderhoud (0,5y)	Fortrus B.V.	Services » Water Installations	Netherlands	✳️🔄
05.04	Legionella (Prioritair), Onderhoud (1y)	Fortrus B.V.	Services » Water Installations	Netherlands	✳️🔄
05.04	Legionella (Prioritair), PO-Ronde	Fortrus B.V.	Services » Water Installations	Netherlands	✳️🔄
05.05	Verwarmingsinstallaties (>20kw), Onderhoud	Fortrus B.V.	Services » Heat Source	Netherlands	✳️🔄
05.05	Verwarmingsinstallaties (gas >100kw), Inspectie (gasdruk <0,5bar)	Fortrus B.V.	Services » Heat Source	Netherlands	✳️🔄
05.05	Verwarmingsinstallaties (gas >100kw), Inspectie (gasdruk >=0,5bar voornamelijk industriële toepassing)	Fortrus B.V.	Services » Heat Source	Netherlands	✳️🔄
05.08	NEN 3140, Inspectie	Fortrus B.V.	Services » Electrical Installations	Netherlands	✳️🔄
05.11	Brandblussers, Onderhoud	Fortrus B.V.	Services » Fire and Lightning Protection	Netherlands	✳️🔄
05.11	Brandblussers, Onderhoud (5y)	Fortrus B.V.	Services » Fire and Lightning Protection	Netherlands	✳️🔄
05.11	Brandmeldinstallatie, Onderhoud	Fortrus B.V.	Services » Fire and Lightning Protection	Netherlands	✳️🔄
05.11	Brandslanghaspels, Onderhoud	Fortrus B.V.	Services » Fire and Lightning Protection	Netherlands	✳️🔄
05.11	Brandslanghaspels, Onderhoud (5y)	Fortrus B.V.	Services » Fire and Lightning Protection	Netherlands	✳️🔄

3A. Select template. If the required template is not in this list please contact NoClaims (info@noclaims.nl)

STEP 4 – VERIFY AND RECORD ACTIVITY INFORMATION – PART 1

Activity

Template Description

Activity ID Deadline

Threshold Is recurring yes no

Required by law yes no Period in months

Category

Laws and regulations

Redirected to supplier

Tags

Comments

4A. Template is now loaded

4B. Record the deadline for this activity

4C. Verify information. If the information is not correct:

1. Adjust
2. Please contact NoClaims (info@noclaims.nl)

4D. Choose the supplier or party that should perform the activity. If the supplier or party is not in the list select 'add (+) New Supplier'.

4E. Add tag "Health and Safety" and close.

Add tag

4F. Add comments if needed

4G. Save

4H. YOUR ACTIVITY SHOULD NOW BE RECORDED

STEP 5 – VERIFY IF THE ACTIVITY IS IN THE ACTIVITIES OVERVIEW

The screenshot displays the 'neclaims' web application interface. The top navigation bar includes 'Home', 'Client', and 'Supplier' dropdown menus. The left sidebar shows a hierarchical menu with 'Contractors BV' at the top, followed by countries (Belgium, Germany, Netherlands), and then 'Region North' containing 'Building 01', 'Building 02', and 'Building 03', and 'Region South'. The main content area is titled 'Home' and shows the breadcrumb 'Contractors BV » Netherlands » Region North » Building 01'. A pie chart indicates activity status: 0 past deadline (red), 1 approaching deadline (yellow), 1 scheduled (green), and 1 past deadline by law (blue). A table below lists activities with columns for Asset, Deadline, Description, Category, and Supplier. The activity 'Brandblussers, Onderhoud' is highlighted with a green box.

Home English (United States)

Asset details **Activities** Tickets Building dossiers Components Invoices

Contractors BV » Netherlands » Region North » Building 01

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Building 01	08/01/2017	●	Elevator- and lifting platform installations	Services » Lift and Conveyor Installations	
Building 01	01/01/2018	●	Brandblussers, Onderhoud	Services » Fire and Lightning Protection	Leverancier X