

MANUAL – EDIT OR DELETE AN ACTIVITY

Versie 1.2

STEP 1 – ACTIVITY SCREEN

Home

English (United States)

Contractors BV

Belgium

Germany

Netherlands

Demo

Region North

Building 01

Building 02

Building 03

Region South

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
1 s
1 p

1A. Go to 'Activities'

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	
Building 01	01/01/2018	●	Brandblussers, Onderhoud	Services » Fire and Lightning Protection	Leverancier X

1B. Select (click on) an existing activity --> a new window will open

STEP 2 – EDIT AN EXISTING ACTIVITY – PART 1

■ Activity details of Brandblussers, Onderhoud

i This activity is active, but direct action is not required.

Activity details 

Location:	Contractors BV » Netherlands » Region North » Building 01
Date created:	31 July 2017
Current status:	Active
Deadline:	1 January 2018
Description:	Brandblussers, Onderhoud
Recurring:	yes
Category:	05 Services » 05.11 Fire and Lightning Protection
Tags:	Health and Safety
Supplier:	Leverancier X
Code:	05.11
Required by law:	yes
Laws and regulations:	Bouwbesluit 2012, NEN 2559
Related components (0)	
Related building dossier items (0)	

Actions

-  [Edit details](#)
- [Change status](#)
-  [Move activity](#)
-  [Copy activity](#)
-
-  [Components](#)
-  [Building dossier items](#)
-  [Add attachment](#)
-  [View history](#)
-
-  [Delete activity](#)

2A. Click on 'Edit details'

2b. Or ...click on 'Delete'

Close 

STEP 3 – EDIT AN EXISTING ACTIVITY - PART 2

Activity

Template	<input type="text" value="Brandblussers, Onderhoud"/> <input type="button" value="Select"/>	Description	<input type="text" value="Brandblussers, Onderhoud"/>
Activity ID	<input type="text" value="05.11"/>	Deadline	<input type="text"/> <input type="button" value="Calendar"/>
Threshold	<input type="text" value="30"/> <input type="text" value="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="24"/>
		Category	<input type="text" value="05.11 Fire and Lightning"/> <input type="button" value="Select"/>

Laws and regulations

Redirected to supplier

Tags

Comments

3A. Edit (points to the form area)

3B. Save (points to the Save button)