MANUAL – EDIT OR DELETE AN ACTIVITY
Versie 1.2

STEP 1 – ACTIVITY SCREEN

1A. Go to 'Activities''

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

> ⓘ 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	Brandblussers, Onderhoud [Select]	Description	Brandblussers, Onderhoud
Activity ID	05.11	Deadline	
Threshold	30 [days]	Is recurring	● yes ○ no
Required by law	● yes ○ no	Period in months	24
		Category	05.11 Fire and Lightning [Select]

Laws and regulations

Bouwbesluit 2012, NEN 2559

Redirected to supplier: Choose a supplier

Tags: + Add tag

Comments

3A. Edit

🔗 Link and create building dossier items (0)   🔗 Link and create components (0)

↺ Cancel   ✓ Save

3B. Save