

MANUAL – CREATE AND LINK A COMPONENT

Versie 1.2

STEP 1 – GO TO COMPONENTS SCREEN

Home English (United States)

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

+ Create component Export to Excel Export to PDF
Change component Filter

Asset	Serial number	Name	Location	Category
Contractors BV » Netherlands » Region North » Building 01	123	Elevator A	Tower 1	05.10 Lift and Conveyor Installations
Contractors BV » Netherlands » Region North » Building 01	345	Elevator B	Tower 2	05.10 Lift and Conveyor Installations
Contractors BV » Netherlands » Region North » Building 01	456	Escalator	Tower A	05.10 Lift and Conveyor Installations

Contractors BV » Netherlands » Region North » Building 01

1A. Go to 'Components'

1B. click on 'create component'

STEP 2 – CREATE A COMPONENT

Edit details of Grease separator

Asset: Building 01

Name: Grease separator

Category: 05.03 Disposal Installations

Description: Grease separator type ACV 456

Serial number: 123456

Location: Room 1 - Car Park Area - Level 1

Tag: Health and Safety

Memo: Text

The form contains several input fields and buttons. Green callout boxes with white text and arrows point to specific elements: 2A points to the Name field; 2B points to the Serial number field; 2C points to the Category dropdown; 2D points to the Location field; 2E points to the Tag field; 2F points to the Description field; 2G points to the Memo text area.

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

Select the activities you want to add or remove

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

▼ Change activity filter

Asset	Deadline	Description	Supplier	
 Building 01	09/02/2017	 Grease separator		  
Building 01	08/01/2017	 Elevator- and lifting platform installations		  
Building 01	07/01/2017	 Cleaning Elevators		 
Building 01	01/01/2018	 Brandblussers, Onderhoud		  

+ Add activity

↶ Cancel

✓ Save



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

3C. Save


STEP 4 – VERIFY AND CONFIRM

Are you sure?

The link to the following item(s) will be added:

Asset	Deadline 		Description	Supplier
Building 01	09/02/2017		Grease separator	

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

 Cancel

 Continue

STEP 5 – LINK BUILDING DOSSIER ITEMS

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

Select the building dossier items you want to add or remove

Change building dossier filter

	Title	File name	Path	Date	
	 Instruction movie grease separator		Contractors BV » Netherlands » Region North » Building 01	08/23/2017	
	 Elevator Notes		Contractors BV » Netherlands » Region North » Building 01	03/04/2016	
	 Test		Contractors BV » Netherlands » Region North » Building 01	08/23/2017	

+ Add building dossier item

Cancel

Save


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

Confirm

The link to the following item(s) will be added

▲ Title	Path
 Instruction movie grease separator	Contractors BV » Netherlands » Region North » Building 01

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

 Cancel  Continue

STEP 7 - SAVE

Create component

Asset	Building 01		
Name	<input type="text" value="Grease separator"/>	Serial number	<input type="text" value="123456"/>
Category	<input type="text" value="05.03 Disposal Installations"/> <input type="button" value="select"/>	Location	<input type="text" value="Room 1 - Car park area - Level 1"/>
Description	<input type="text" value="Grease separator type ACV 456"/>	Tag	<input type="button" value="+ Add tag"/>
Memo	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><p>Text</p></div>		
