

MANUAL – CREATE AND LINK A COMPONENT

Date: 29-03-2017

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. note that all components (templates) have been prepared by Head Office

STEP 2 – SELELCT A COMPONENT

noclaims Home Client Supplier

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

+ 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		Raam		02.06 Windows and External Doors
Contractors BV » Netherlands » Region North » Building 01	123456	Grease separator	Room 1 - Car Park Area - Level 1	05.03 Disposal Installations

2. Select the component

STEP 3 – ADD RELEVANT INFORMATION

Create component

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

Memo

Text

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

Select the activities you want to add or remove

4A. 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



4B. If the activity is not in the list please add (create) a new activity

4C. Save


STEP 5 – 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	

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

 Cancel

 Continue