

MANUAL 2 – CREATE AN ACTIVITY

Version 2.0

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

Choose a 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 ADD INFORMATION

Activity

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

Laws and regulations

Bouwbesluit 2012, NEN 2559

Redirected to supplier

Choose a 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 that should perform the activity. If the supplier is not in the list add the supplier via the supplier menu (top of page).

4E. Add tag (if required) 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

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Home English (United States)

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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