MANUAL 6 – CREATE AND/OR LINK COMPONENTS TO ACTIVITIES

Version 2.0

STEP 1 – COMPONENTS SCREEN

1A. Go to 'Components'

1B. Create component

STEP 2 – CREATE COMPONENT

Create component

Component template	[ ] select	**2A. Click on 'select (template)'**
		Serial number [ ]
Name *	[ ]	
Category	[ ] select	**Location** [ ]
		Tag ➕ Add tag
Description	[ ]	

Memo

[ ]

🔗 Link and create activities (0)   🔗 Link and create building dossier items (0)   ↺ Cancel   ✔ Save

STEP 3 – SELECT COMPONENT TEMPLATE (FROM LIST)

Select component template

Component templates

Search			Reset

- ☐ 📁 **Categories**
  - ⊞ 📁 00. Facilitating Works
  - ⊞ 📁 01. Substructure
  - ⊞ 📁 02. Superstructure
  - ⊞ 📁 03. Internal Finishes
  - ⊞ 📁 04. Fittings, Furnishings and Equipment
  - ⊞ 📁 05. Services
  - ⊞ 📁 06. Prefabricated Buildings and Building Units
  - ⊞ 📁 07. Work to Existing Building
  - ⊞ 📁 08. External Works
  - ⊞ 📁 09. Main Contractor's Preliminaries
  - ⊞ 📁 10. Main Contractor's Overheads and Profit
  - ⊞ 📁 11. Project/Design Team Fees
  - ⊞ 📁 12. Other Development/Project Costs
  - ⊞ 📁 13. Risk (Client's Contingencies)
  - 📁 14. Drills and plans (a.o. Terrorist attacks and incident drills)
  - 📁 15. Certification (a.o. ISO, BREEAM)

Show unlinked activity templates

☐ yes ◉ no

[Search on name, description or ser]

Select owner

[Bouwinvest ▾]

Show deleted items

[Show only active ▾]

[**+ New template**]

Name	Description	Owner	Category
BMI en OMI		Bouwinvest	Services » Fire and Lightning Protection
Rookbeheersingssysteem		Bouwinvest	Services » Fire and Lightning Protection
Brandscheidingen	Brandbestrijdingsmiddelen	Bouwinvest	Services » Fire and Lightning Protection
Noodverlichting en vluchtverlichting		Bouwinvest	Services » Fire and Lightning Protection
Brandblussers	Brandbestrijdingsmiddelen	Bouwinvest	Services » Fire and Lightning Protection
Brandslanghaspels	Brandbestrijdingsmiddelen	Bouwinvest	Services » Fire and Lightning Protection
Droge blusleiding(en)	Brandbestrijdingsmiddelen	Bouwinvest	Services » Fire and Lightning Protection
Sprinklerinstallaties, SMC	Brandbestrijdingsmiddelen	Bouwinvest	Services » Fire and Lightning Protection
NSA / UPS		Bouwinvest	Services » Electrical Installations
Bliksembeveiliging		Bouwinvest	Services » Fire and Lightning Protection
Luchtbehandelingssysteem		Bouwinvest	Services » Space Heating and Air Conditioning
Koelinstallatie / airco		Bouwinvest	Services » Space Heating and Air Conditioning

3A. Select template (if available)

STEP 4 – VERIFY AND ADD RELEVANT INFORMATION

Create component (Asset: test object)

Component template

Noodverlichting en vluchtverli [select]

4A. Template is now loaded

Name *

Noodverlichting en vluchtverlichting

Serial number

Location

Category

05.11 Fire and Lightning Protection [select]

Tag

[+ Add tag]

Description

4B. Add information

Memo

2C. Link (or create) activities

[🔗 Link and create activities (0)] [🔗 Link and create building dossier items (0)]

[↩ Cancel] [✔ Save]

STEP 5 – LINK ACTIVITY(IES) TO THE COMPONENT

Please note that there is a filter option…

5A. Select the activities that need to be linked to this building dossier item.

Select the activities you want to add or remove

Activities that are/ will be linked are indicated in color blue + symbol

▼ Change activity filter

Asset	Deadline		Description	Supplier		
test object	07/14/2017	🟢	Dak inspectie		⇄	🔍
🔗 test object	07/26/2017	🟢	Brand- en rookwerende scheidingen (Inspectie)		⇄	🔍
🔗 test object	07/07/2018	🟢	Dak inspectie		⇄	🔍
test object	07/07/2018	🟢	Brand- en rookwerende scheidingen (Inspectie)		⇄	🔍

+ Add activity

↺ Cancel   **✔ Save**

If the activity is not in the list 'add (create) activity'.

5B. Save

STEP 6 – VERIFY AND CONFIRM

Are you sure?

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

Asset	Deadline ∧		Description	Supplier
test object	07/26/2017	🟢	Brand- en rookwerende scheidingen (Inspectie)	
test object	07/07/2018	🟢	Dak inspectie	

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

↺ Cancel   ✔ Continue