Topic 2: Building Information

Introduction:

This topic will demonstrate how to add and edit a building for inspection using the PASS DCD 2.1 software.

Walkthroughs:

- Walkthrough 5 - Add Building Information
- Walkthrough 6 - Edit Building Information
Walkthrough 5: Add Building Information

Step 1: Single-click the Building/Unit Information tab.

The Building/Unit Information screen opens.

Step 2: Single-click the Add Building button.

A screen displaying fields for building information opens.
NOTE: PASS DCD 2.1 AUTOMATICALLY ENTERS THE BUILDING NUMBER IN THE ORDER THE BUILDING IS ADDED.

NOTE: THE ASTERICK (*) BEFORE A FIELD NAME INDICATES A REQUIRED FIELD.

Step 3: Enter the building information in the appropriate fields.

Step 4: Single-click the Save Building button.

The Building/Unit Information screen re-opens with the building information displayed.
Walkthrough 6: Edit Building Information

Step 1: Single-click the Building/Unit Information tab.

The Building/Unit Information screen opens.

Step 2: Single-click the building number to be edited under the Building Number column.

Step 3: Single-click the Edit Building button.

The building information fields become active for building information to be edited.
Step 4: Edit building information as applicable.

Step 5: Single-click the **Save Building** button.

The *Building/Unit Information* screen re-opens.