

MAINTENANCE

INTRODUCTION TO TASKS

Tasks are set up in order to perform scheduled maintenance / service and are linked to Serialised Items / Locations, with 'Last Done' and 'Next Due' information.

Generation methodology is set up against the task to specify the scheduled interval between maintenance / services. For example, the task can be a service that is performed every 3 months. Each task can have more than one generation methodology - where the task is due every 3 months or 10,000 copies - whichever comes first.

Instructions linked will indicate what work needs to be done to complete the task.

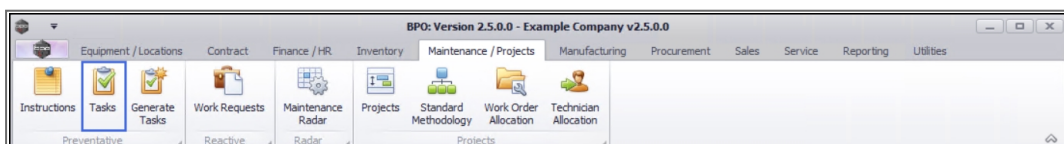
Parts required for the task will be requested where a **Bill of Materials** is indicated.

Documentation, Shadow and **Related Tasks** can also be configured.

This will be kept up to date by the generation of the tasks on a regular basis via the **Task Radar** or **Work Order Generation**.

TASKS PROCESS FLOW

Ribbon Access: *Maintenance / Projects > Tasks*



1. The **Tasks** listing screen will be displayed.

INSTRUCTIONS MAINTENANCE BUTTONS

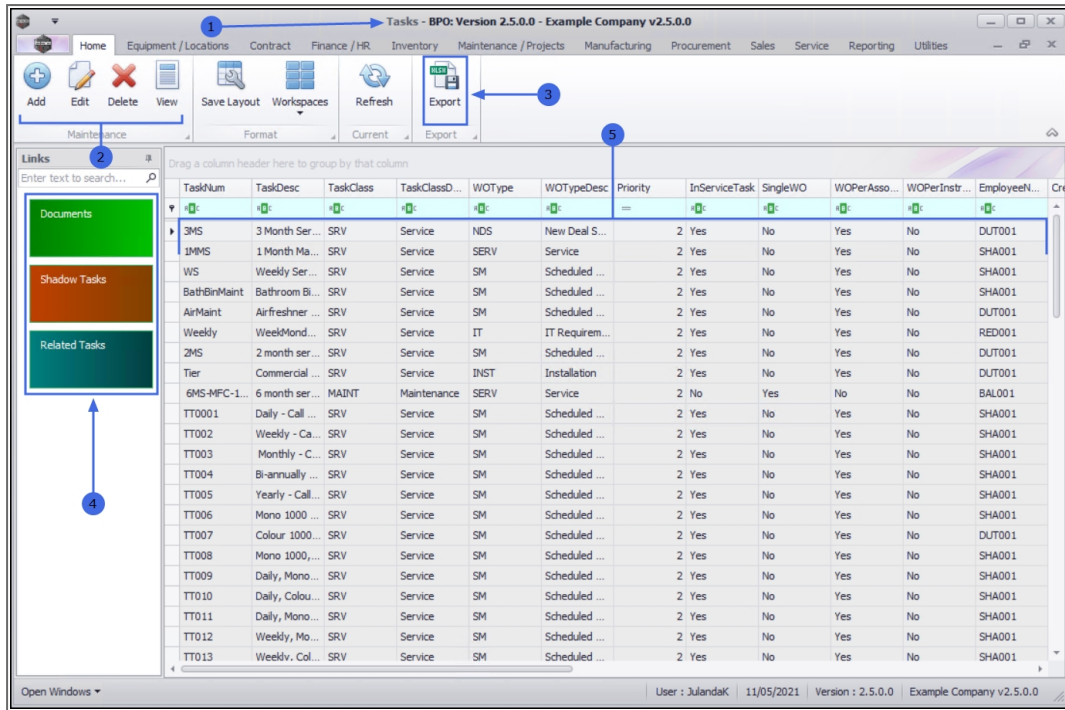
2. From this screen you can [Add](#), [Edit](#), [Delete](#) and [View](#) a Task.
3. The [Export](#) button will allow you to export the list of Tasks to a Microsoft Excel Spreadsheet.

FUNCTIONS TILES

- **Documents:** The Documents Tile allows you to view a list of the [digital documents](#) that have been linked to a selected Instruction.
- **Shadow Tasks:** The Shadow Tasks Tile allows you to [link and unlink](#) shadow tasks to the selected Task.
- **Related Tasks:** The Related Tasks Tile allows you to [link and unlink](#) related tasks to the selected Task.

TASKS DATA GRID

5. The Data Grid lists all the **Tasks** that have already been set up. Any new Tasks that gets created, will be added to the list.



Tasks - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Refresh Export

Links

Documents

Shadow Tasks

Related Tasks

TaskNum	TaskDesc	TaskClass	TaskClassD...	WOType	WOTypeDesc	Priority	InServiceTask	SingleWO	WOPerAsso...	WOPerInstr...	EmployeeN...
3MS	3 Month Ser...	SRV	Service	NDS	New Deal S...	2	Yes	No	Yes	No	DUT001
IMMS	1 Month Ma...	SRV	Service	SERV	Service	2	Yes	No	Yes	No	SHA001
WS	Weekly Ser...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
BathBinMaint	Bathroom Bi...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
AirMaint	Airfresher ...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	DUT001
Weekly	WeekMond...	SRV	Service	IT	IT Requirem...	2	Yes	No	Yes	No	RED001
2MS	2 month ser...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	DUT001
Tier	Commercial ...	SRV	Service	INST	Installation	2	Yes	No	Yes	No	DUT001
6MS-MFC-1...	6 month ser...	MAINT	Maintenance	SERV	Service	2	No	Yes	No	No	BAL001
TT0001	Daily - Call ...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT002	Weekly - Ca...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT003	Monthly - C...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT004	Bi-annually ...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT005	Yearly - Call...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT006	Mono 1000 ...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT007	Colour 1000...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	DUT001
TT008	Mono 1000,...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT009	Daily, Mono...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT010	Daily, Colou...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT011	Daily, Mono...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT012	Weekly, Mo...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001
TT013	Weeklv. Col...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001

Open Windows

User: JulandaK 11/05/2021 Version: 2.5.0.0 Example Company v2.5.0.0

BPO.MNU.044

