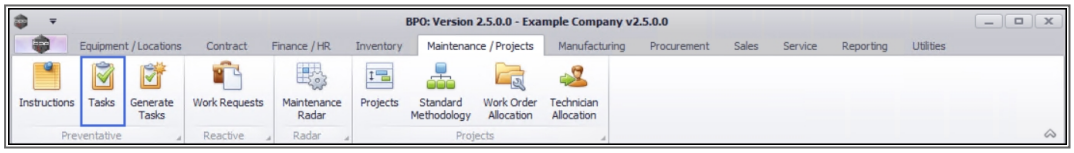
MAINTENANCE

TASKS – VIEW A TASK

If the Company Configuration is set to Auto Apply Task Configuration to WO, then all required resources for the task will be created as requested on all the work orders that are created with the same **Work Order Type**. If this is the case, make sure that each task is linked to a different Work Order Type.

The ***Auto Apply Task to WO*** functionality is meant for use in a simplified planned maintenance environment where Project Methodology is not used. These two functionalities cannot be used together

Ribbon Access: *Maintenance / Projects > Tasks*



1. The ***Tasks*** listing screen will be displayed.
2. Click on the ***row*** of the task you wish to make changes to.
3. Click on ***View***.

> **Short cut key:** ***Right click*** to display the ***Process*** menu list. Click on ***View***.

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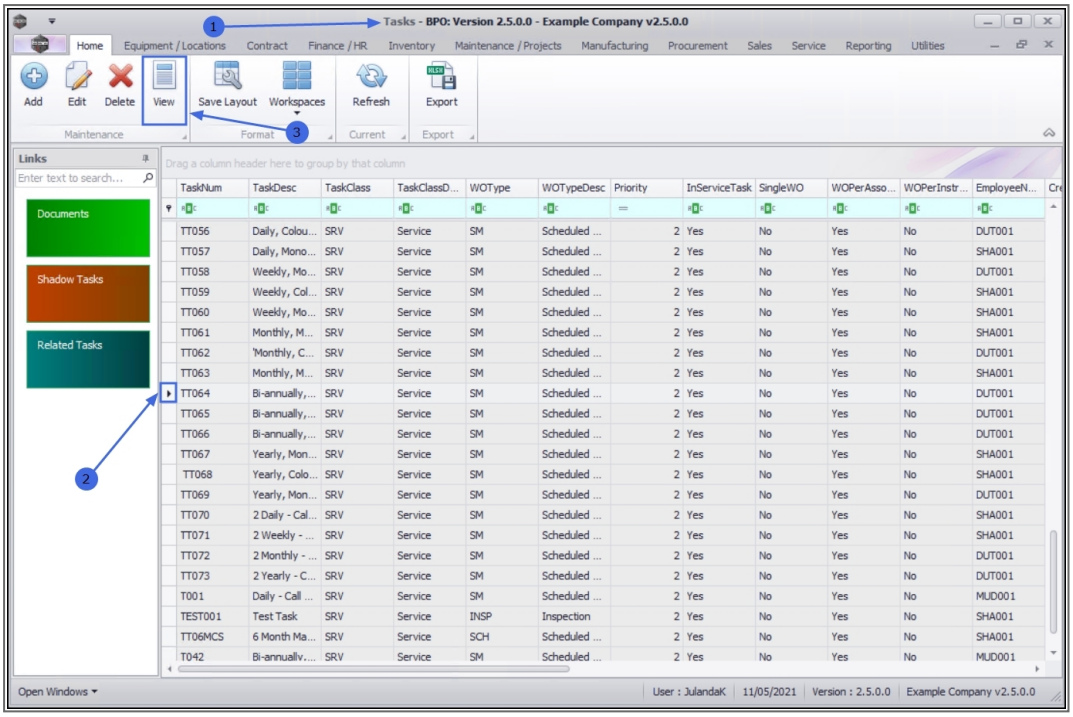

4. The ***View Task - [****task number****]*** screen will be displayed.

> Note that this is a view only screen and no changes can be made to the task information.

5. From this screen you can view all the task information as well as the schedule definition. You will also be able to view any;
    - linked BOM Details
    - linked Internal Labour Resource details
    - linked Instructions details, and
    - linked External Resource details.
6. Click on ***Back*** to return to the Tasks listing screen.

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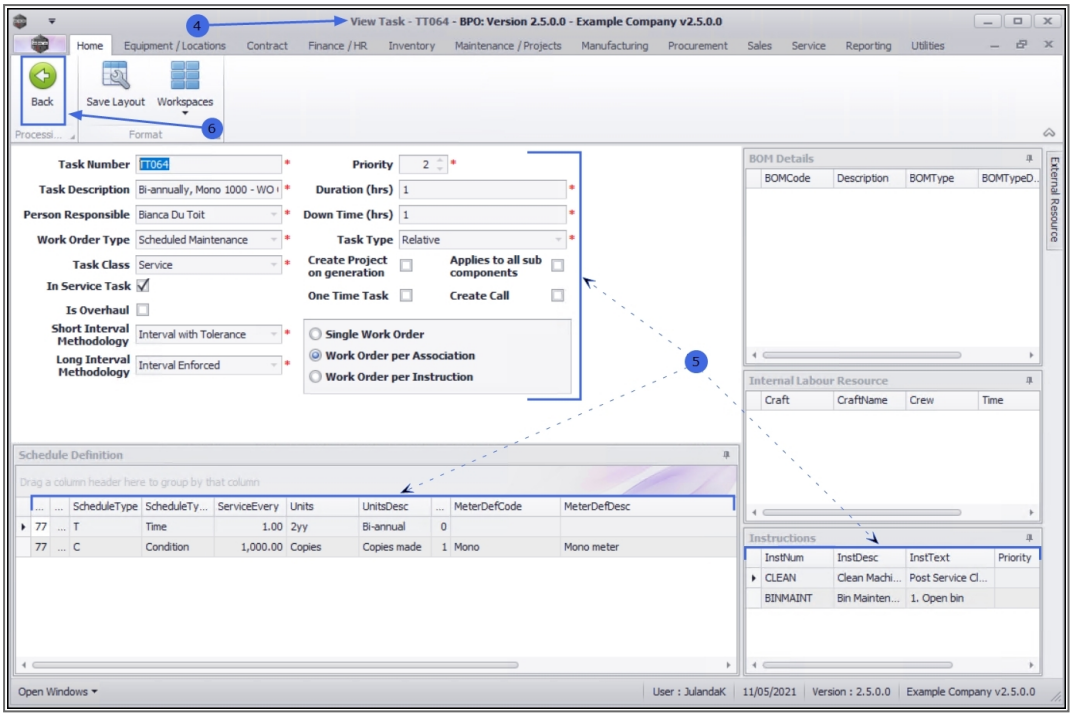

Related Topics

- Add the Generation Methodology
- Link Instructions
- Assigning BOM Details
- Assigning Internal Labour Resources
- Add External Labour Resources

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