

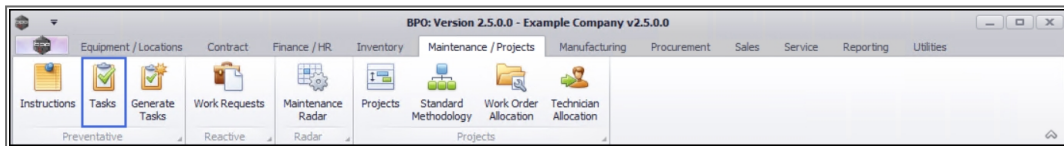
MAINTENANCE

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

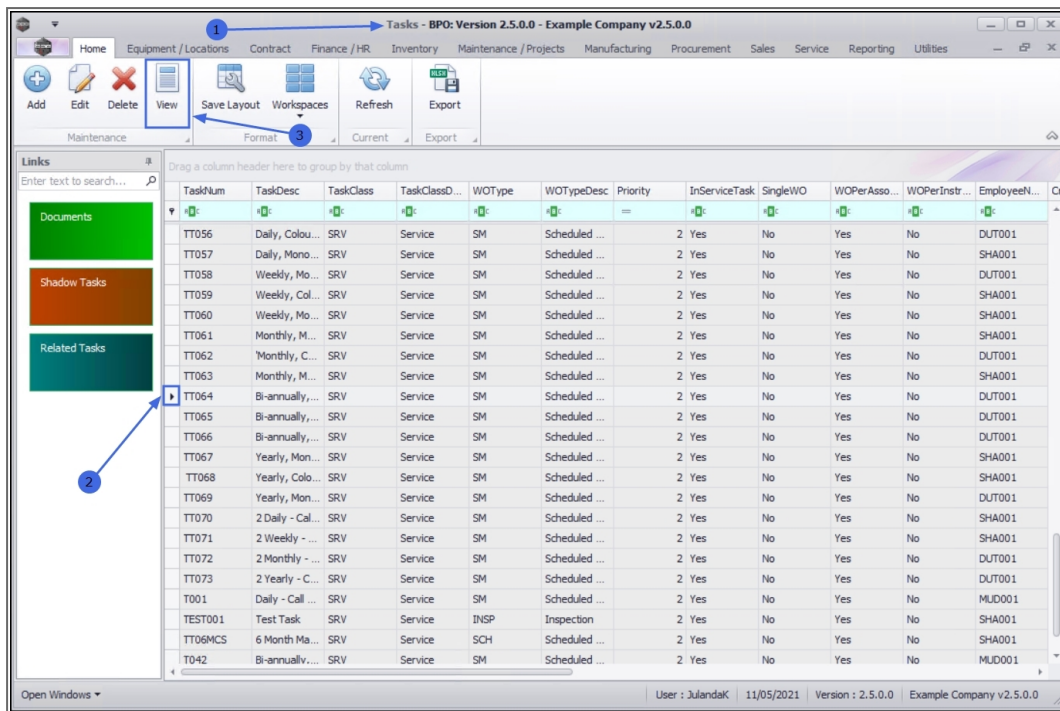
Ribbon Access: *Maintenance / Projects > Tasks*



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**.



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.

View Task - TT064 - 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

Back Save Layout Workspaces Process Format

Task Number TT064 **Priority** 2

Task Description Bi-annually, Mono 1000 - WO **Duration (hrs)** 1

Person Responsible Bianca Du Toit **Down Time (hrs)** 1

Work Order Type Scheduled Maintenance **Task Type** Relative

Task Class Service **Create Project on generation** ☐ **Applies to all sub components** ☐

In Service Task ☒ **One Time Task** ☐ **Create Call** ☐

Is Overhaul ☐

Short Interval Methodology Interval with Tolerance **Single Work Order** ☐

Long Interval Methodology Interval Enforced **Work Order per Association** ☒

Work Order per Instruction ☐

Schedule Definition

Drag a column header here to group by that column

		ScheduleType	ServiceEvery	Units	UnitsDesc	MeterDefCode	MeterDefDesc
77	T	Time	1.00	2yy	Bi-annual	0	
77	C	Condition	1,000.00	Copies	Copies made	1	Mono meter

BOM Details

BOMCode	Description	BOMType	BOMTypeD

Internal Labour Resource

Craft	CraftName	Crew	Time

Instructions

InstNum	InstDesc	InstText	Priority
1	CLEAN	Clean Machi...	Post Service Cl...
2	BINMAINT	Bin Mainten...	1. Open bin

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

Related Topics

- [Add the Generation Methodology](#)
- [Link Instructions](#)
- [Assigning BOM Details](#)
- [Assigning Internal Labour Resources](#)
- [Add External Labour Resources](#)

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