

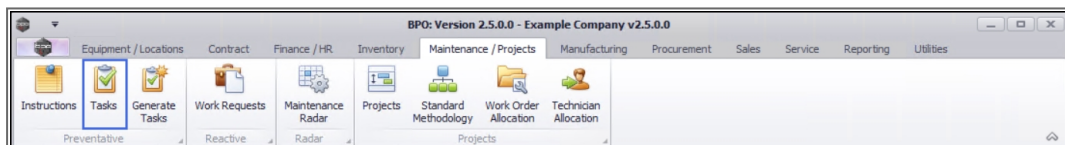
MAINTENANCE

TASKS - EDIT 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

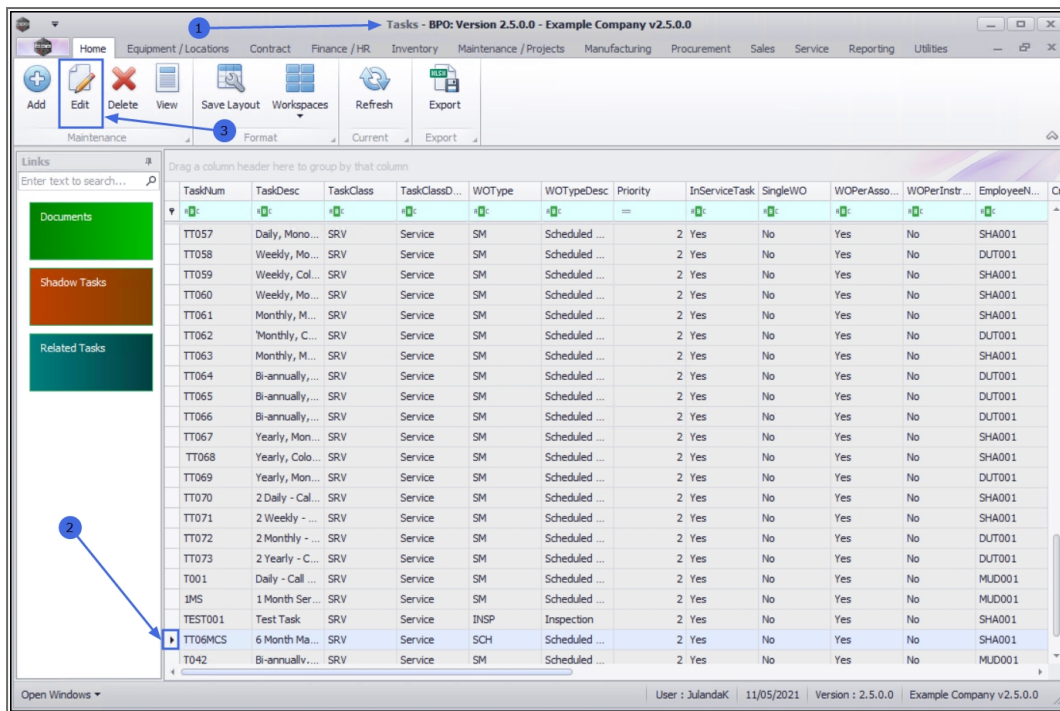
Ribbon Access: *Maintenance / Projects > Tasks*



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 **Edit**.



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



4. The **Edit Task** screen will be displayed.

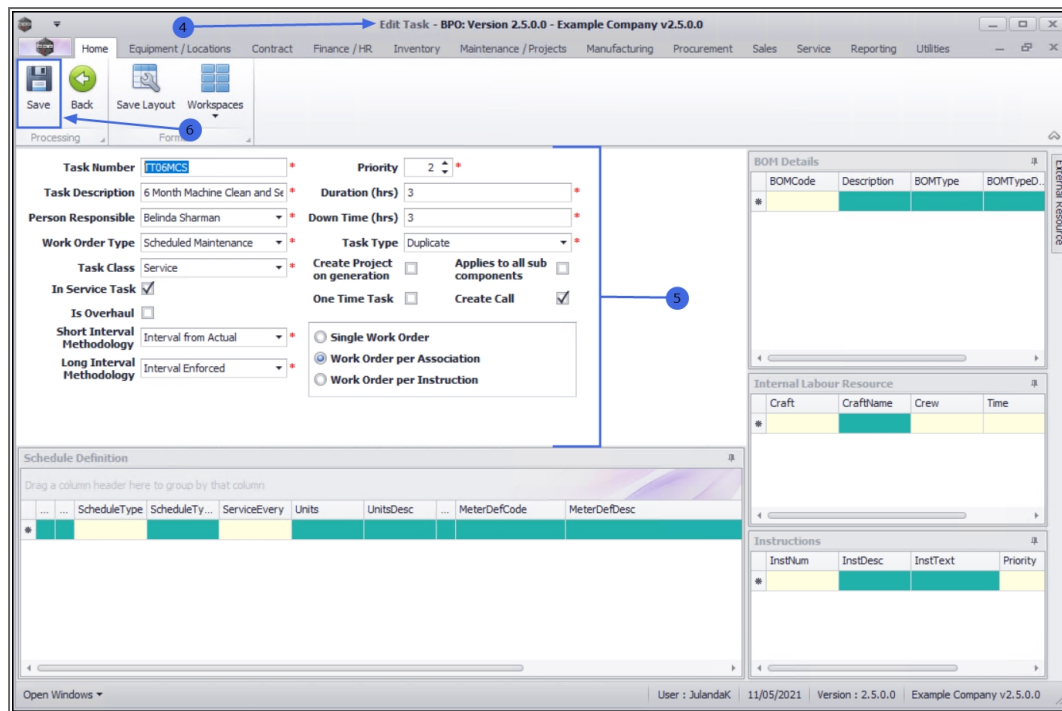
5. From this screen you can make changes to the Task details as required.

You can also:

- Add a **Generation Methodology** to the task.
- Link an **Instruction** to the task. At least one instruction must be linked to the task.
- Add **BOM details**, **Internal Labour Resources** and **External Resources** where applicable.

SAVE THE CHANGES

6. When you have finished making the required changes and / or adding an instruction, methodology or resources, click on **Save**.



Task Details:

- Task Number: IT06MCS
- Task Description: 6 Month Machine Clean and Se
- Person Responsible: Belinda Sharman
- Work Order Type: Scheduled Maintenance
- Task Class: Service
- In Service Task: ☒
- Is Overhaul: ☐
- Short Interval Methodology: Interval from Actual
- Long Interval Methodology: Interval Enforced
- Priority: 2
- Duration (hrs): 3
- Down Time (hrs): 3
- Task Type: Duplicate
- Create Project on generation: ☐
- Applies to all sub components: ☐
- One Time Task: ☐
- Create Call: ☒
- Single Work Order: ☐
- Work Order per Association: ☒
- Work Order per Instruction: ☐

Schedule Definition:

...	...	ScheduleType	ScheduleTy...	ServiceEvery	Units	UnitsDesc	...	MeterDefCode	MeterDefDesc
*									

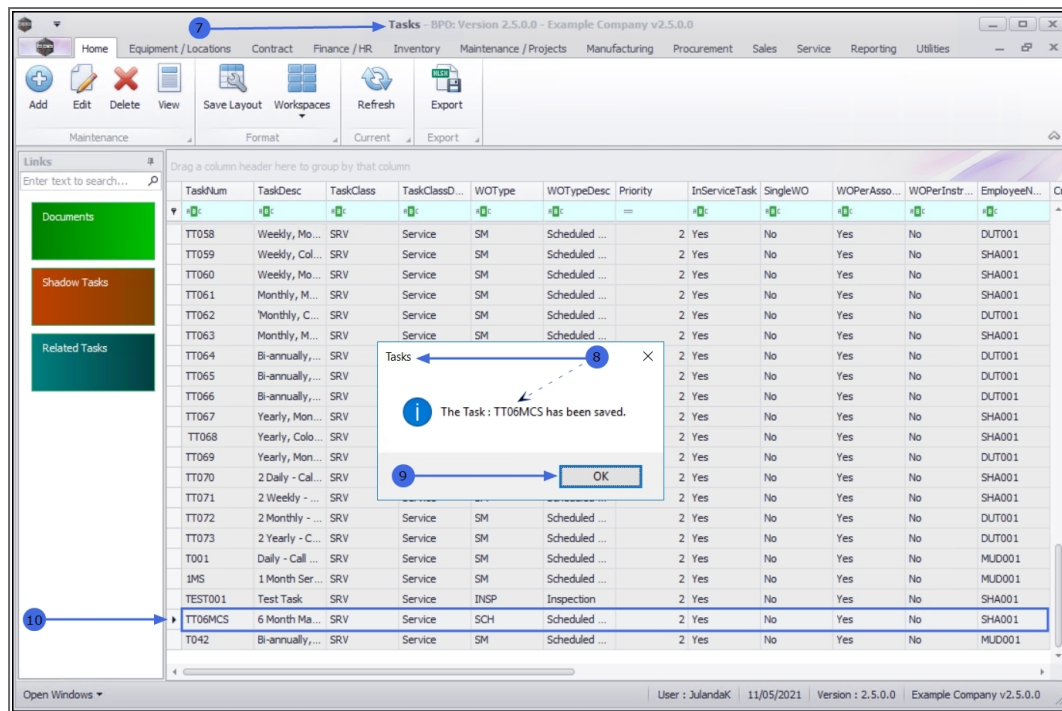
Summary Panels:

- BOM Details:** Table with columns BOMCode, Description, BOMType, BOMTypeD...
- Internal Labour Resource:** Table with columns Craft, CraftName, Crew, Time
- Instructions:** Table with columns InstNum, InstDesc, InstText, Priority

Navigation: Save, Back, Save Layout, Workspaces

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

7. You will return to the **Tasks** list screen.
8. When you receive the **Task** message to confirm that;
 - **The Task: [task number] has been saved.**
9. Click on **OK**.
10. The Task list screen has been updated with the modified task details.



Related Topics

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

MNU.044.003