

## MAINTENANCE

## TASKS - DELETE 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 <u>requested</u> 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 <u>different</u> 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 <u>cannot</u> 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 *Delete*.

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



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				TT072	2 Monthly	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	
				TT073	2 Yearly - C	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	
				T001	Daily - Call	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	MUD001	
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4. When you receive the *Delete Task* message to confirm;

## • Are you sure you want to delete this Task?

- 5. Click on **Yes** if you are certain about your selection, alternatively
  - Click on *No* to ignore the request.



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- 6. If you have opted for **Yes**, above, then you will receive a message to confirm that;
  - Task Deleted.
- 7. Click on *OK*.



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Related Tasks		TT064	Bi-annually,	SRV	Service	1	× <sup>d</sup>	2	Yes	No	Yes	No	DUT001			
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				TT073	2 Yearly - C	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	
				T001	Daily - Call	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	MUD001	
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The Tasks list screen has been updated and the task you have deleted can no longer be viewed from the tasks list screen.

## **Related Topics**

- Add the Generation Methodology
- Link Instructions
- Assigning BOM Details
- <u>Assigning Internal Labour Resources</u>
- Add External Labour Resources

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