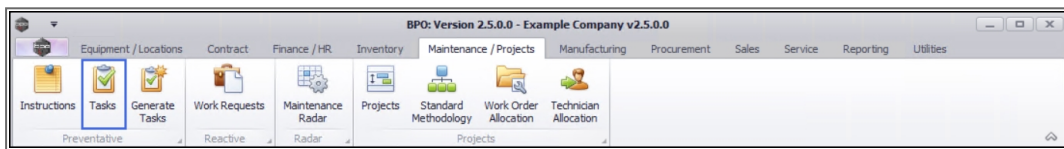


# MAINTENANCE

## TASKS - GENERATION METHODOLOGY

### (Task Interval/Schedule Definition)

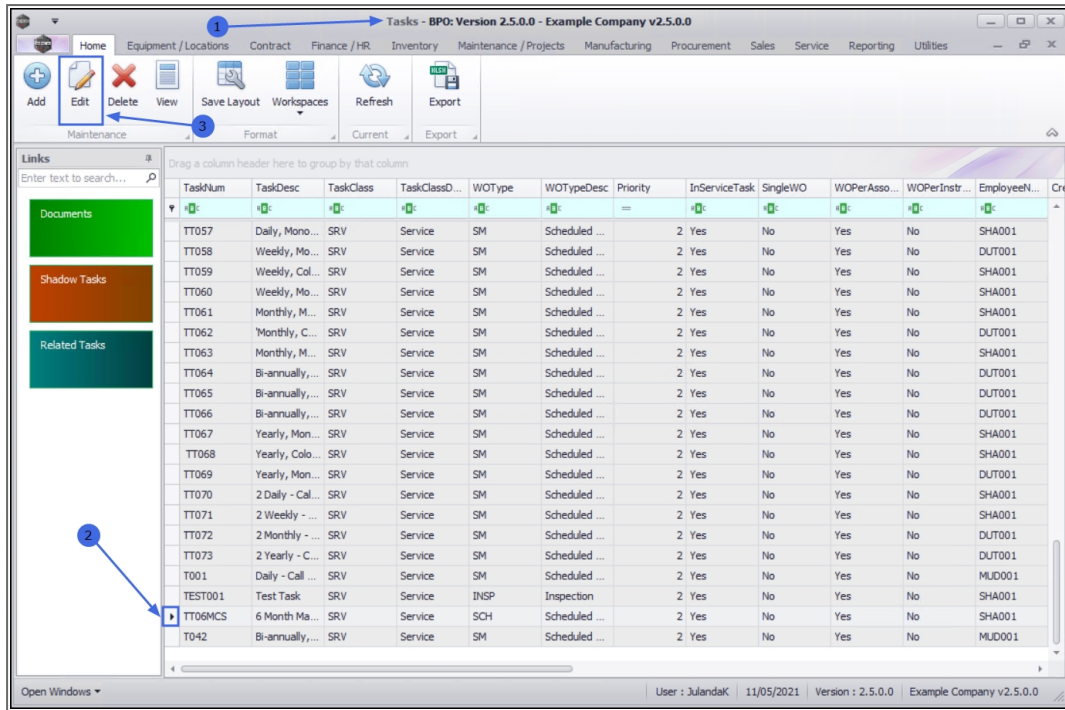
Ribbon Access: *Maintenance / Projects > Tasks*



1. The **Tasks** listing screen will be displayed.
2. Click on the **row** of the task you wish to create a schedule definition for.
3. Click on **Edit**.



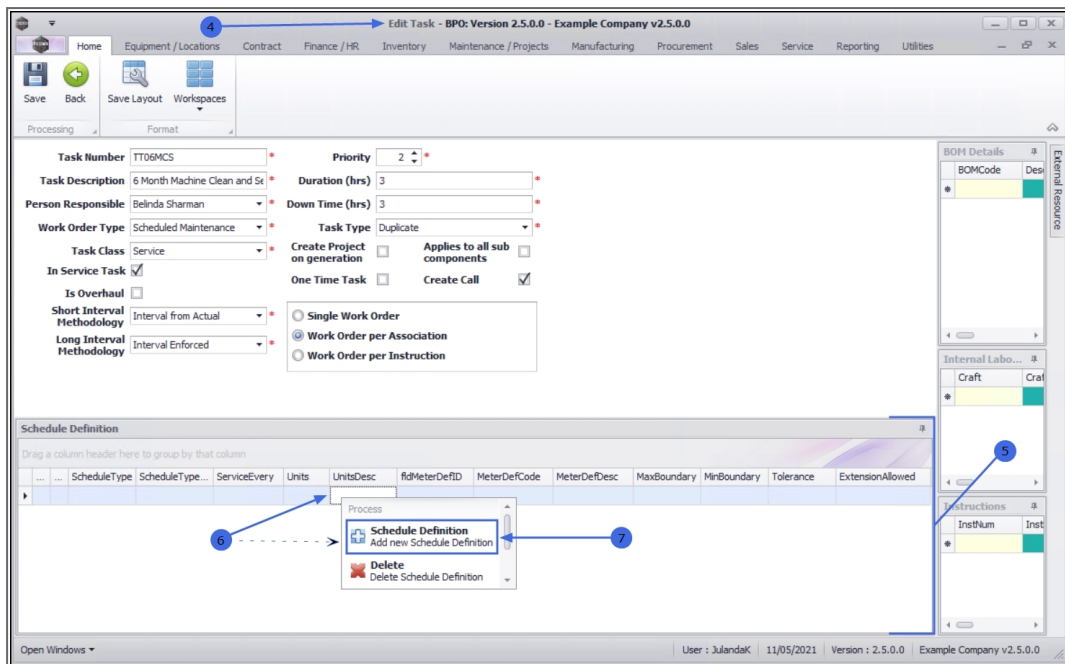
Short cut key: **Right click** to display the **All groups** menu list. Click on **Edit**.



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

## ADD SCHEDULE DEFINITION

5. **Expand** the Schedule Definition panel until all the columns can be viewed. This will make it easier to work with.
6. **Right click** anywhere in the new row to display the **Process** menu list.
7. Click on **Schedule Definition - Add new Schedule Definition**.

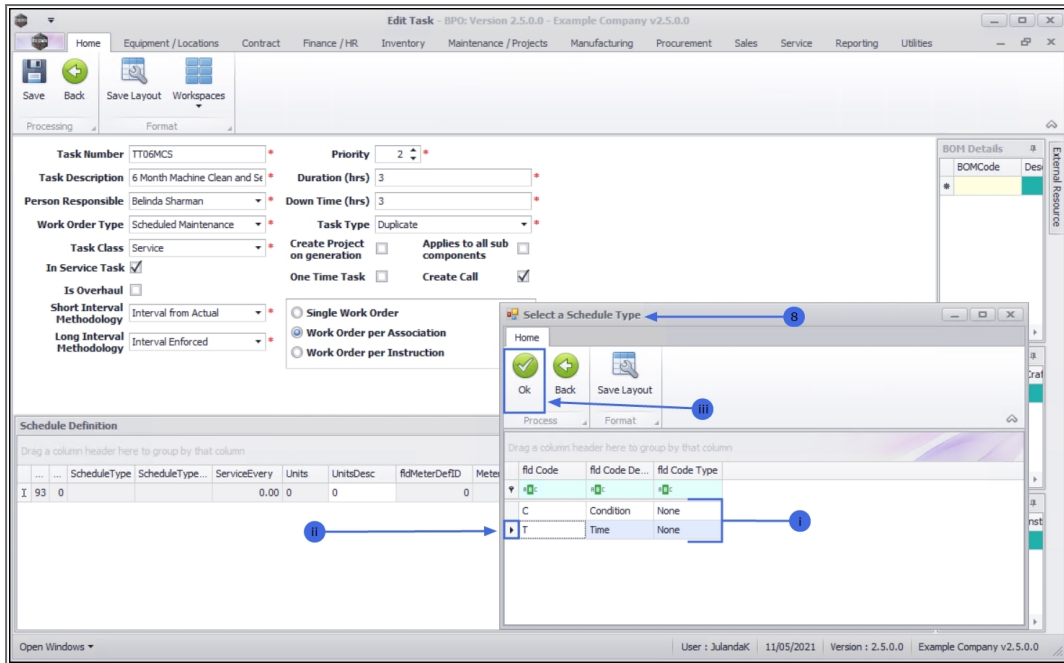


## TIME BASED SCHEDULE

8. The **Select a Schedule Type** screen will be displayed.
  - i. There are **two** interval types available;
    - **Time Based Schedule**<sup>1</sup>
    - **Condition Based Schedule**<sup>2</sup>
  - ii. Click on the **row** of the **Time Based Schedule** type as this is the definition being created for the task.
  - iii. Click on **OK**.

<sup>1</sup>The Time Based Schedule refers to days, weeks, months and years

<sup>2</sup>The Condition Based Schedule refers to a meter definition based schedule, e.g. copies made

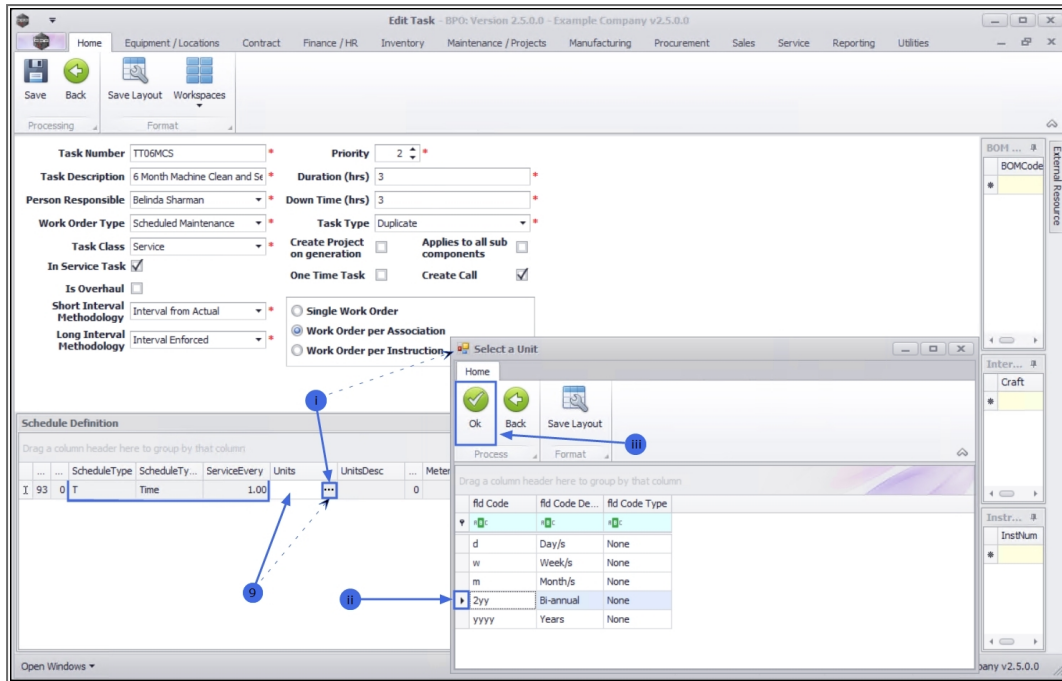


- **Schedule Type:** This field is populated with the schedule type code you have selected.
- **Schedule Type Desc:** This field is populated with the schedule type description you have selected.
- **Service Every:** Click in the text box and **type** in or use the **arrow** indicators to select the **service performance interval**<sup>1</sup>.

## Add the Units

9. Click in the **Units** text box to display the **ellipsis** button.
  - i. Click on this button to display the **Select a Unit** screen.
  - ii. Click on the **row** of the unit code that you wish to link to this schedule definition.
  - iii. Click on **OK**.

<sup>1</sup>This interval depends on the schedule type, e.g. 6 for 6 months for a Time Schedule Type or 5000 for 5000 mono/colour copies for a Condition Schedule Type



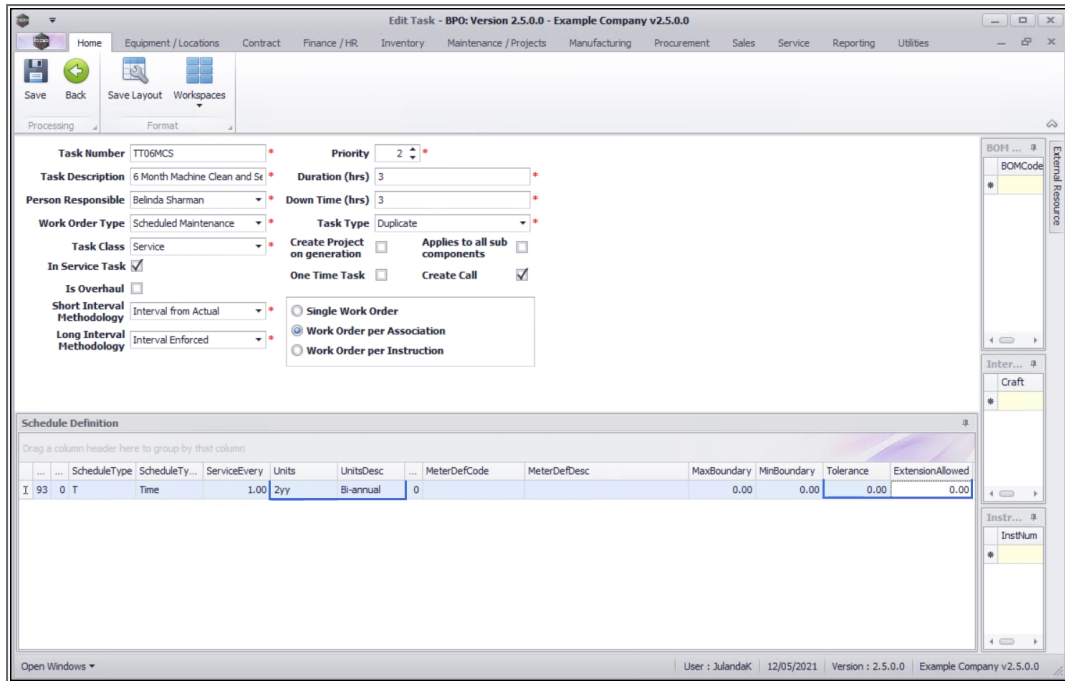
- **Units:** The text box will be populated with the unit code you have selected.
- **Unit Desc:** The text box will be populated with the unit code description you have selected.



Note: The *Meter Definition Code*, *Meter Definition Desc*, *Max Boundary* and *Min Boundary* text boxes are not required when setting up the time schedule definition, but will be required when setting up the Condition schedule type definition.

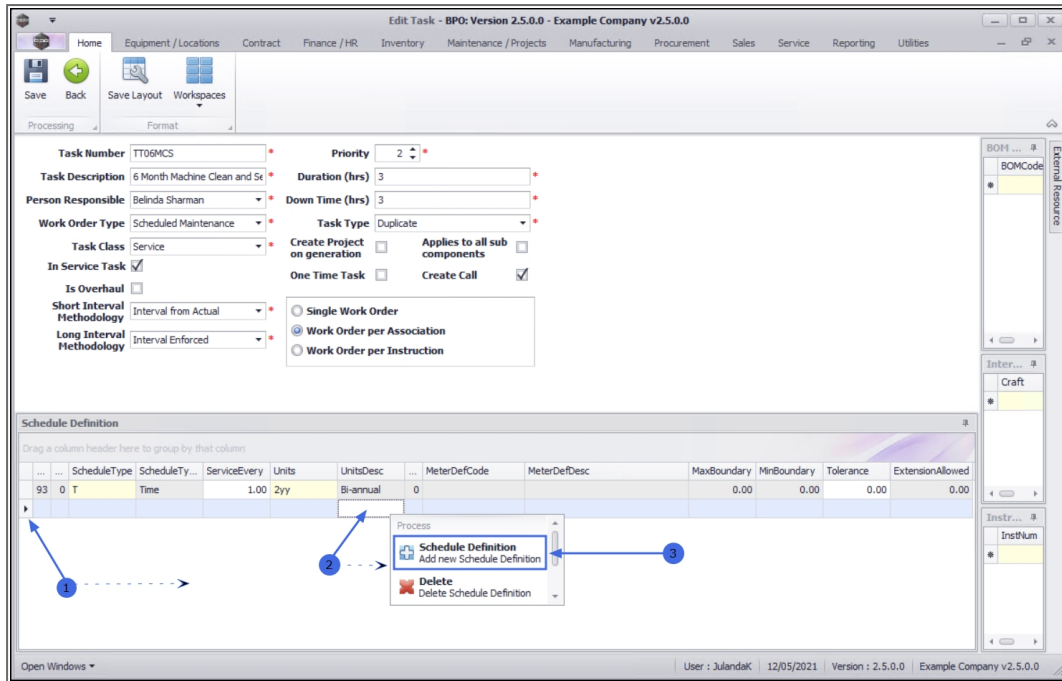
- **Tolerance:** Click in the text box and **type** or use the **arrow** indicators to select the tolerance in which the task can be performed in, without affecting the next due execution point, if applicable.
- **Extension Allowed:** Click in the text box and **type** or use the **arrow** indicators to select the extension allowed for the task to be performed, if applicable.

The **Time schedule definition** has now been completed for this task.



## CONDITION SCHEDULE DEFINITION

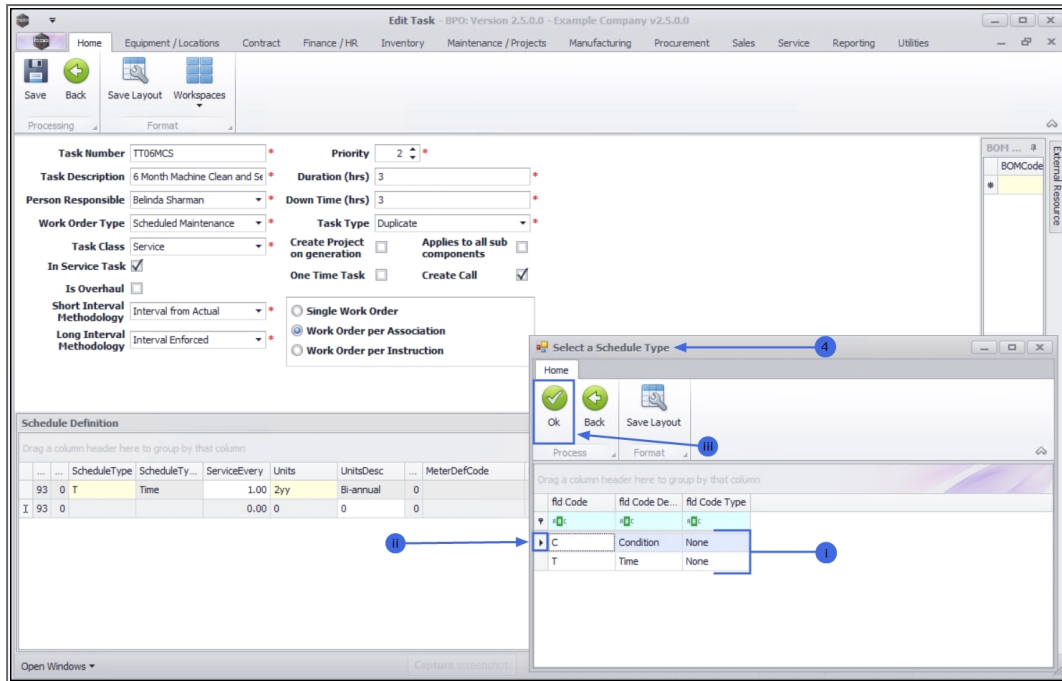
1. Click anywhere in the Schedule Definition grid area to open a **new row**.
2. **Right click** anywhere in the **new row** to display the **Process** menu.
3. Click on the **Schedule Definition** - Add new Schedule Definition.



4. The **Select a Schedule Type** screen will be displayed.
  - i. There are **two** interval types available;
    - **Time Based Schedule<sup>1</sup>**
    - **Condition Based Schedule<sup>2</sup>**
  - ii. Click on the **row** of the **Condition** Based Schedule as this is the definition being created for the task.
  - iii. Click on **OK**.

<sup>1</sup>The Time Based Schedule refers to days, weeks, months and years

<sup>2</sup>The Condition Based Schedule refers to a meter definition based schedule, e.g. copies made



- **Schedule Type:** This field is populated with the schedule type code you have selected.
- **Schedule Type Desc:** This field is populated with the schedule type description you have selected.
- **Service Every:** Click in the text box and **type** or use the **arrow** indicators to select the **service performance interval**<sup>1</sup>.

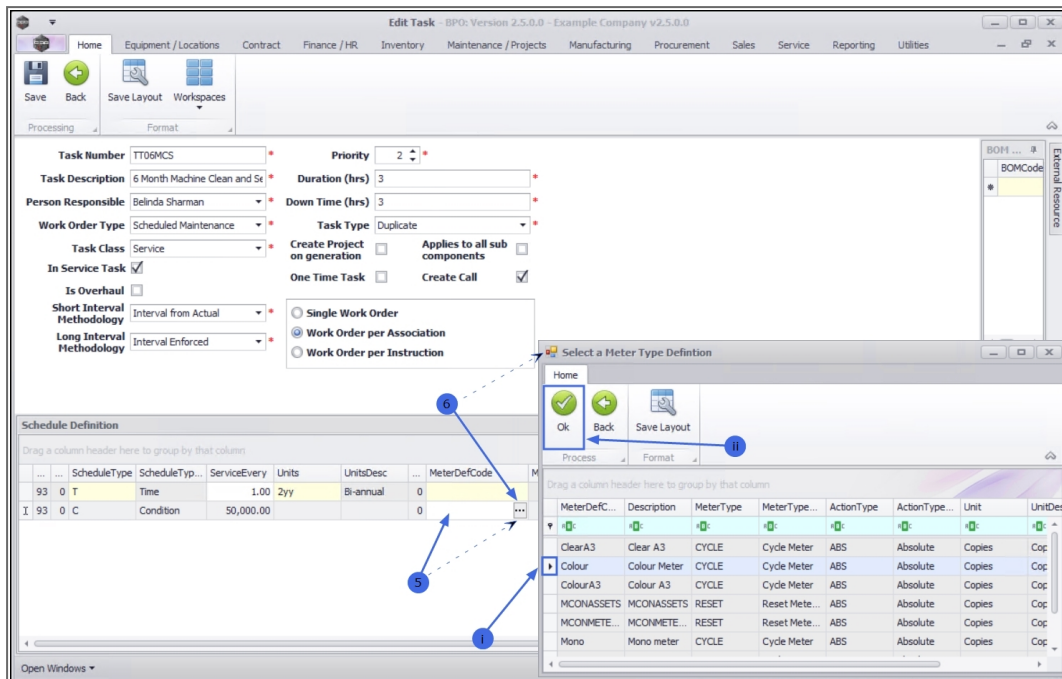
## Add the Meter Code

5. Click in the **Meter Definition Code** text box to display the **ellipsis** button.
6. Click on this button to display the **Select a Meter Type Definition** screen.
  - i. Click on the **row** of the meter definition that you wish to link to this schedule definition.

<sup>1</sup>This interval depends on the schedule type, e.g. 6 for 6 months for a Time Schedule Type or 5000 for 5000 mono/colour copies for a Condition Schedule Type



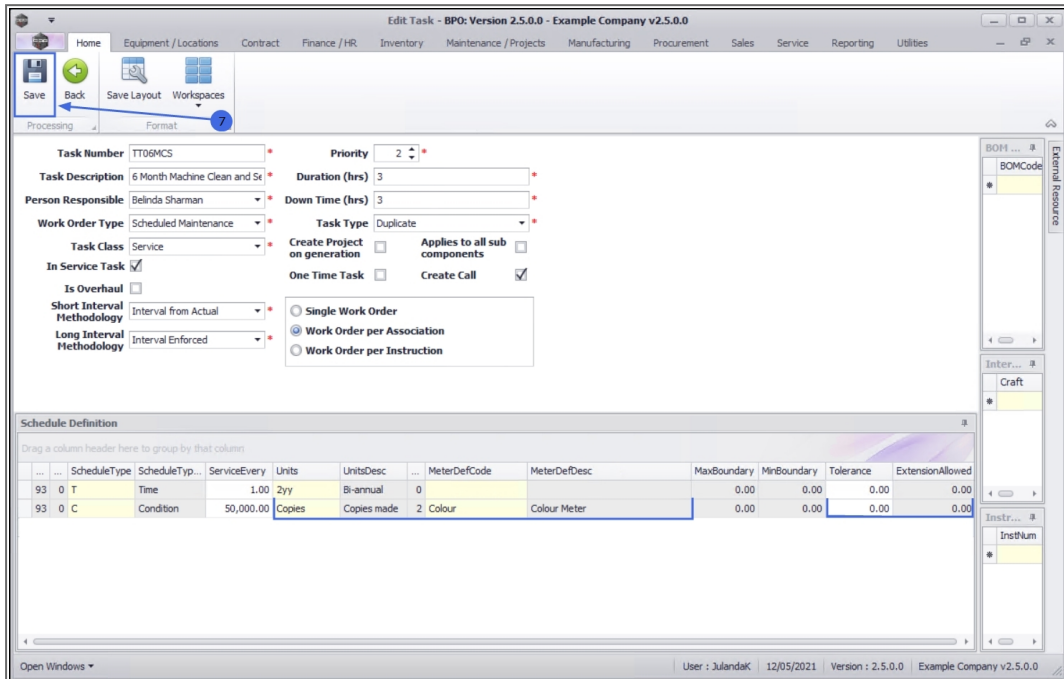
ii. Click on **OK**.



- **Units:** This text box will be populated with the meter type units you have selected.
- **Units Description:** This text box will be populated with the meter type description you have selected
- **Meter Definition Code:** This text box will be populated with the meter type definition you have selected.
- **Meter Definition Desc:** This text box will be populated with the meter type definition description you have selected.
- **Tolerance:** Click in the text box and **type** or use the **arrow** indicators to select the tolerance in which the task can be performed in, without affecting the next due execution point, if applicable.
- **Extension Allowed:** Click in the text box and **type** or use the **arrow** indicators to select the extension allowed for the task to be performed, if applicable.

## SAVE DEFINITION DETAILS

7. When you have finished linking the definition details, click on **Save**.

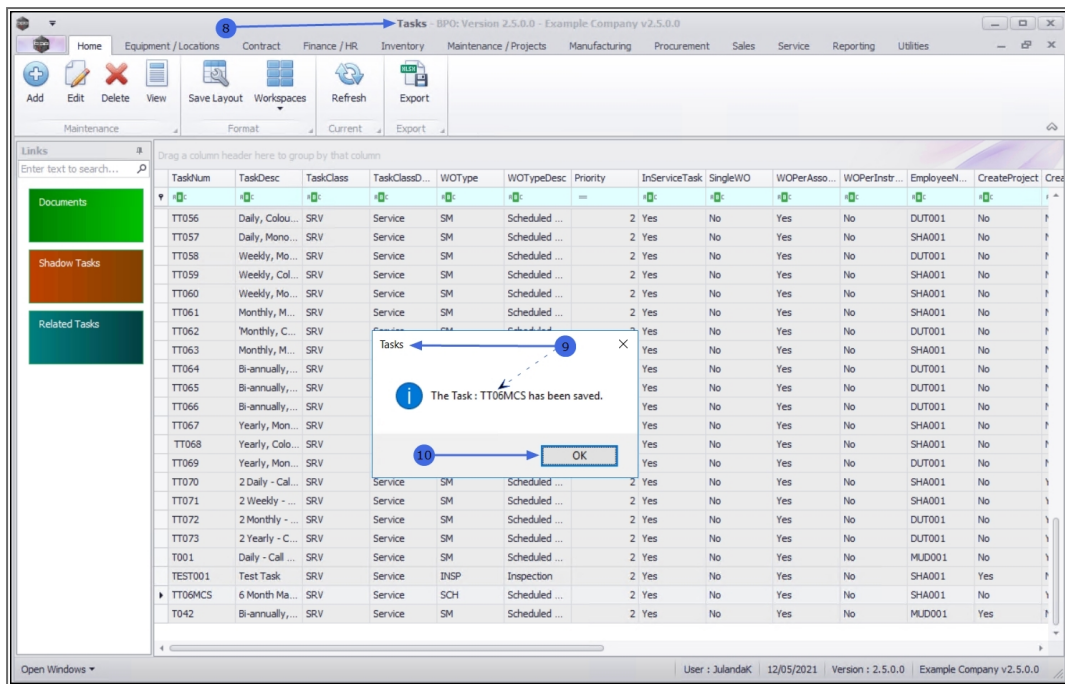


8. You will return to the **Tasks** list screen.

9. When you receive the **Tasks** message to confirm that;

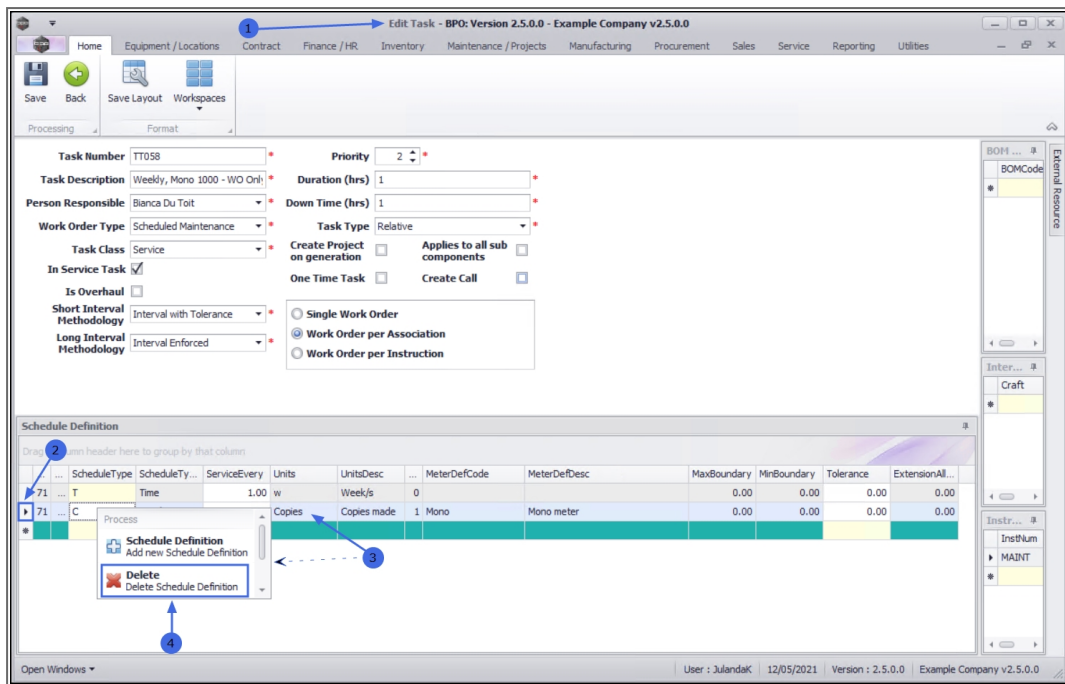
- **The Task: [task number] has been saved.**

10. Click on **OK**.



## REMOVE A SCHEDULED DEFINITION FROM A TASK

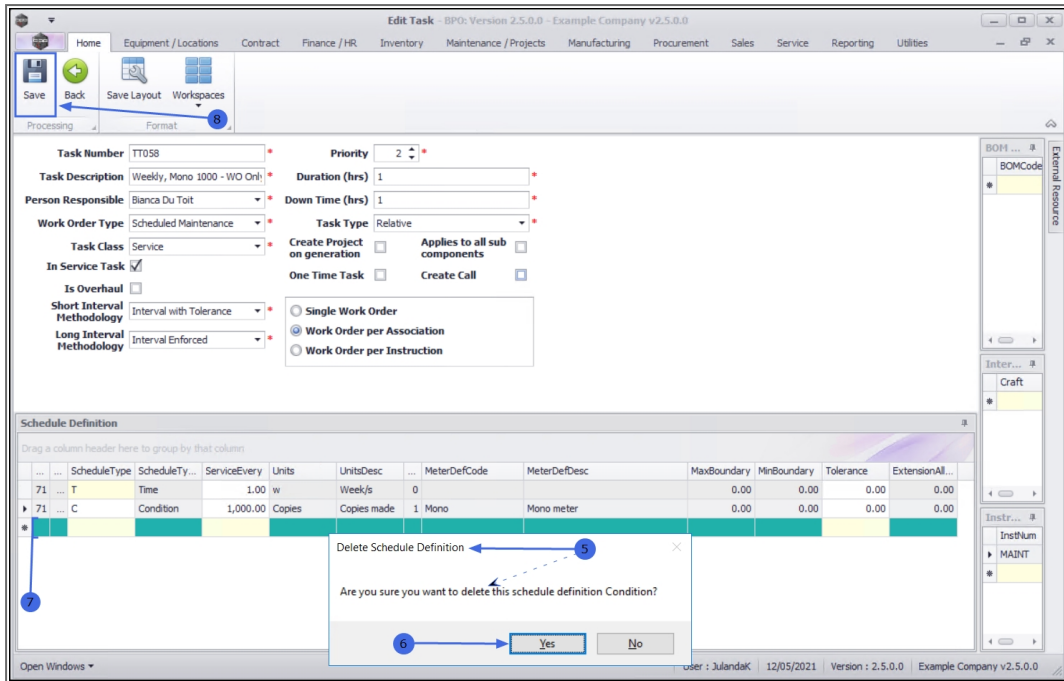
1. From the **Edit Task** screen,
2. Click on the **row** of the schedule definition you wish to remove from the task.
3. **Right click** anywhere in the row to display the **Process** screen.
4. Select **Delete** - Delete Schedule Definition.



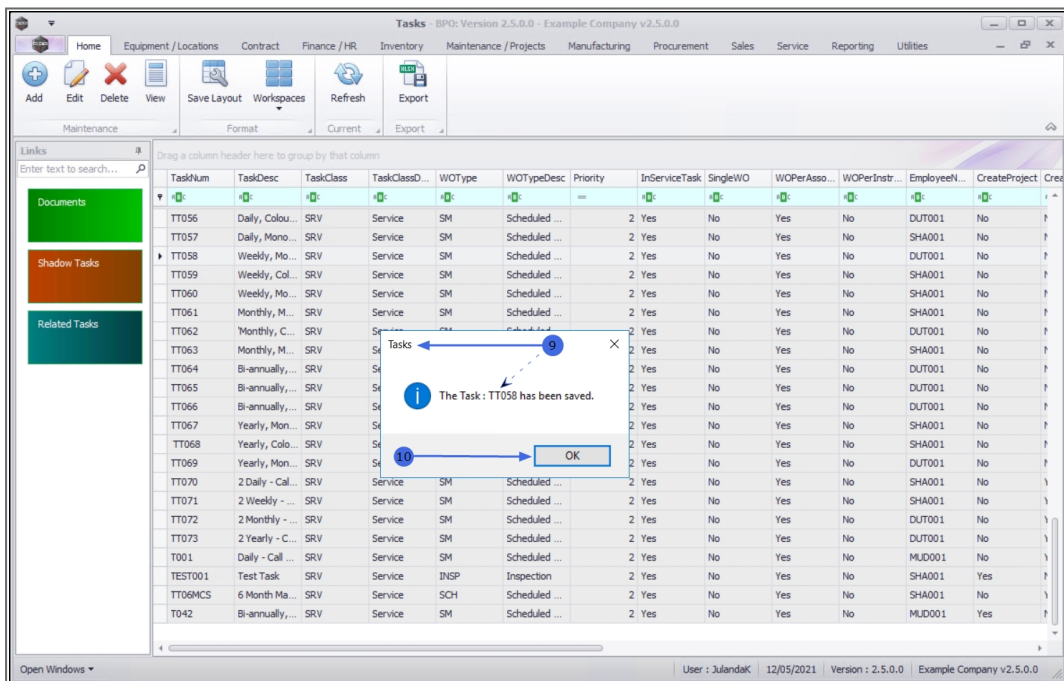
5. When you receive the **Delete Schedule Definition** message to confirm;
  - **Are you sure you want to delete this schedule definition Condition?**
6. Click on **Yes** if you are certain about your selection or,
  - Click on **No** to ignore the request and to leave the schedule definition linked to the task.
7. The schedule definition will be removed from the Task.

## SAVE THE SCHEDULE DEFINITION

8. Click on **Save**.



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





MNU.044.004