# MAINTENANCE

TASKS – ASSIGN / REMOVE A BILL OF MATERIALS (BOM)

Linking material resource requirements to a Task, gives you the ability to see which parts are required for the Task to be completed. In order to link a Bill of Materials for parts required, you will need to ensure one has been configured. Refer to the Creating a New Bill of Materials manual to ensure that a BOM is already set up before you continue with this manual.
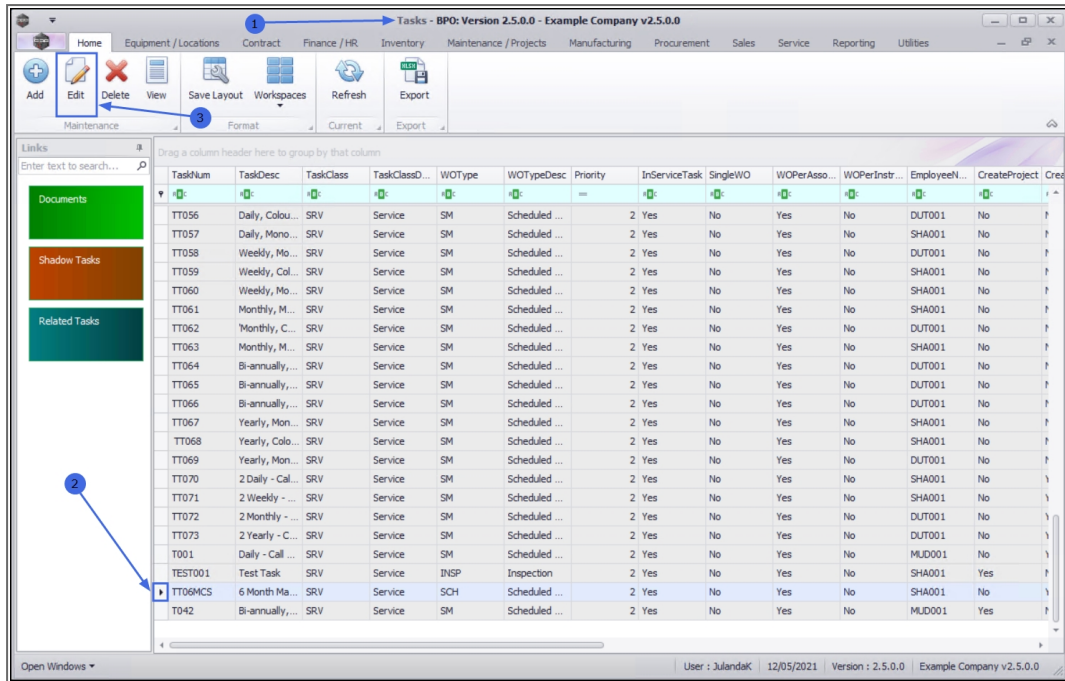
Ribbon Access: *Maintenance / Projects > Tasks*
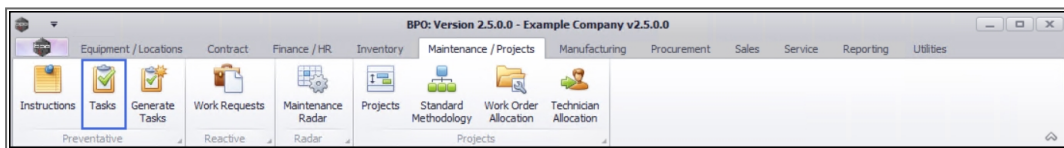
1. The *Tasks* listing screen will be displayed.
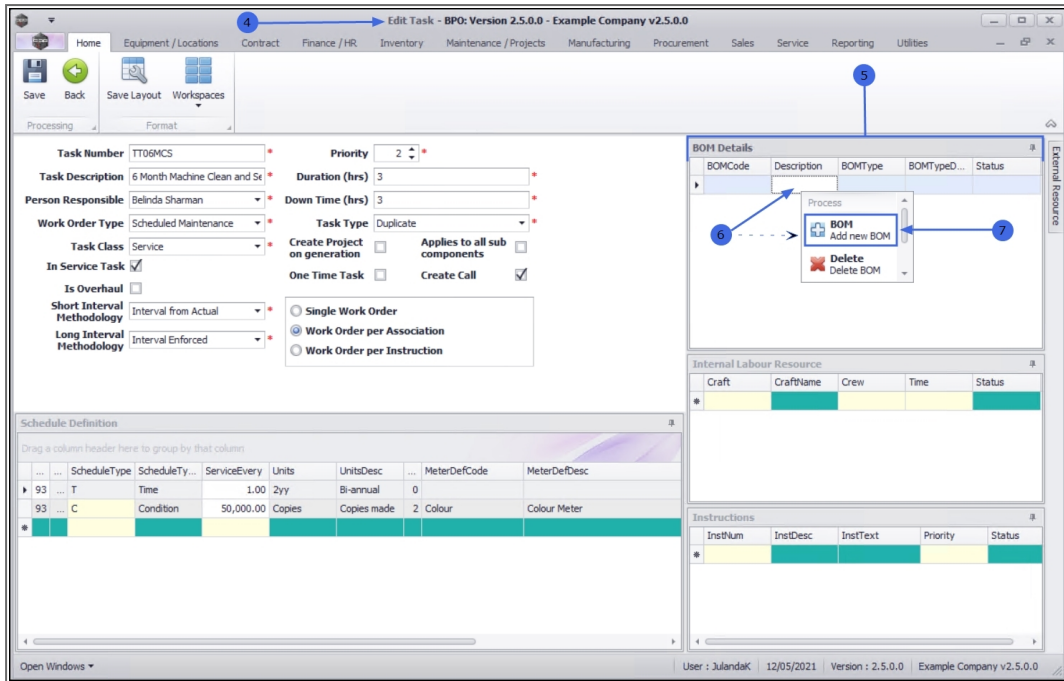2. Click on the *row* of the task you wish to assign a BOM to.
3. Click on *Edit*.

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

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

ASSIGN BOM DETAILS TO TASK
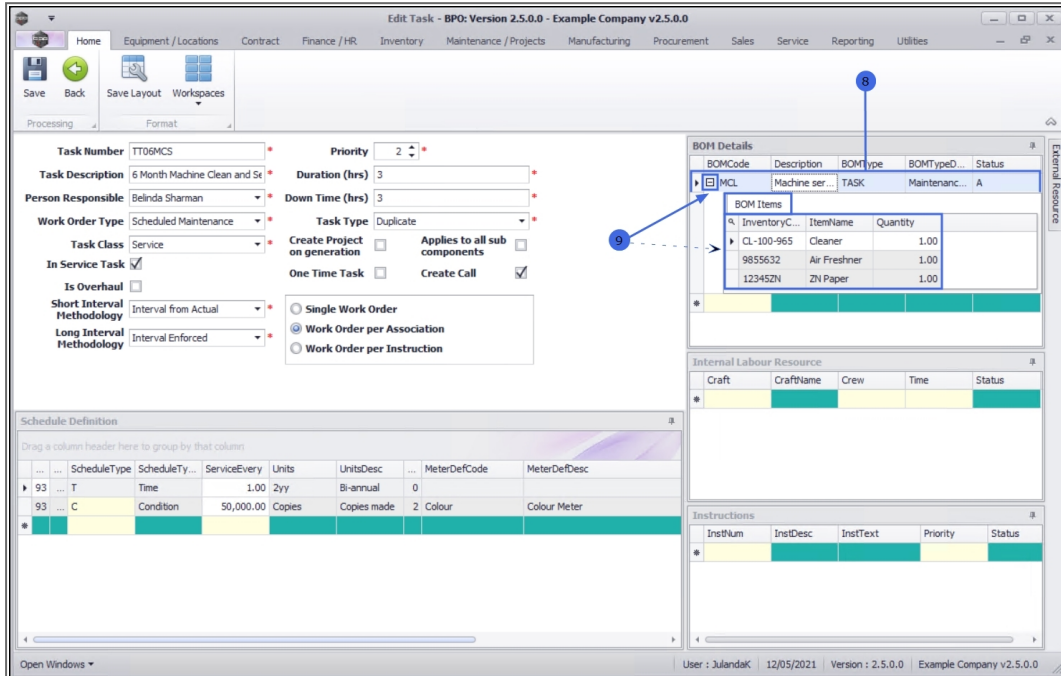
5. In the *BOM Details* frame,

6. *Right click* in an available line in the BOM details data grid to display the *Process* menu.

7. Click on *BOM* - Add new BOM.

8. The *Select a BOM* screen will be displayed.

   i. Click on the *row* of the *BOM* you wish to attach to this task.

    ii. Click on *OK*.
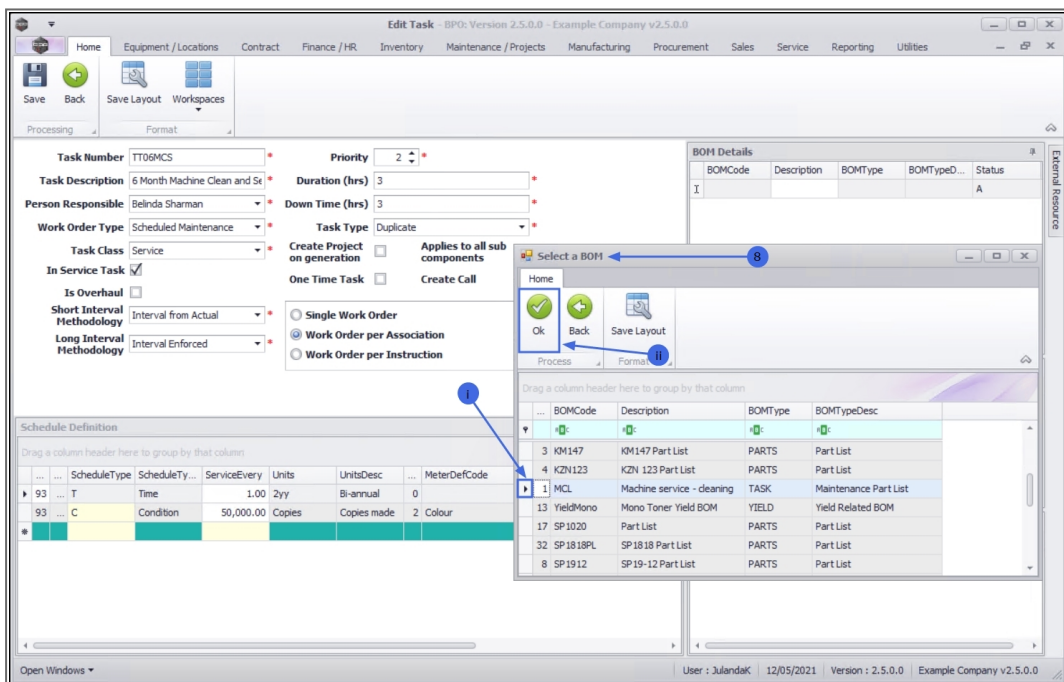
8. The selected BOM will be displayed in the *BOM Details* frame.

9. *Expand* the BOM Items frame to view a list of all the items required to complete the task.

10. Continue adding BOMs to the task as required.


REMOVE BOM DETAILS FROM A TASK

1. From the *BOM Details* frame,

2. *Right click* in the row of the BOM you wish to remove from the Task to display the *Process* Menu.

3. Select *Delete* - Delete BOM
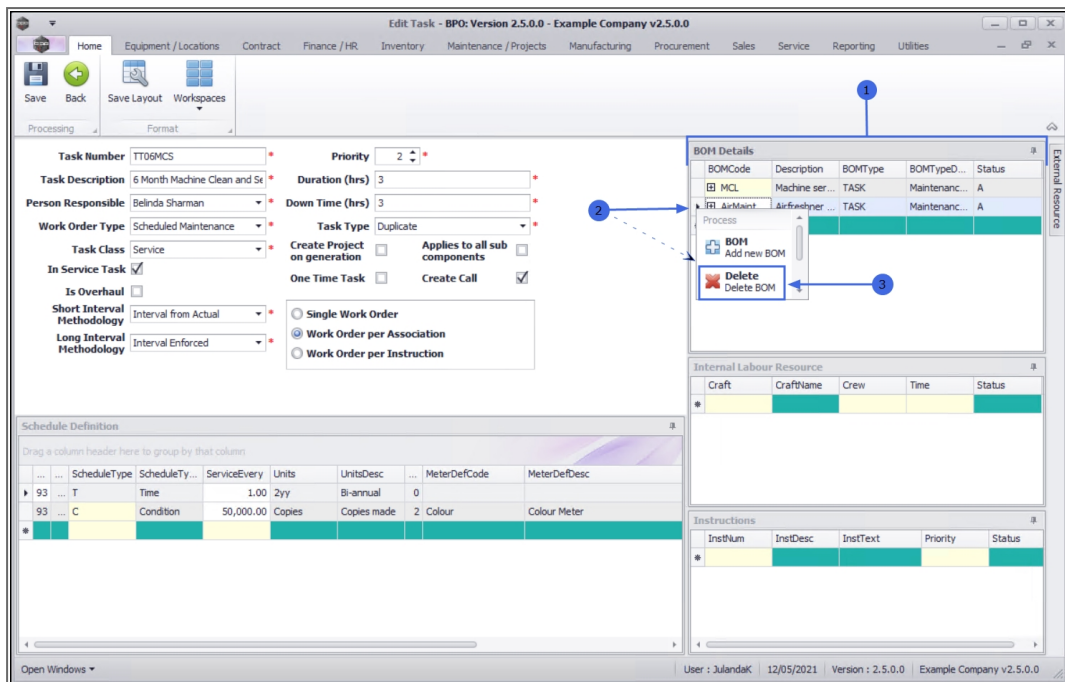
4. When you receive the *Delete BOM* message to confirm;
   - *Are you sure you want to delete this bom [bom code]?*
5. Click on *Yes* if you are certain about your selection, or
   - Click on *No* to ignore the request and leave the BOM assigned to the Task.

SAVE THE BOM DETAILS

6. When you have finished editing the Task, click on *Save*.
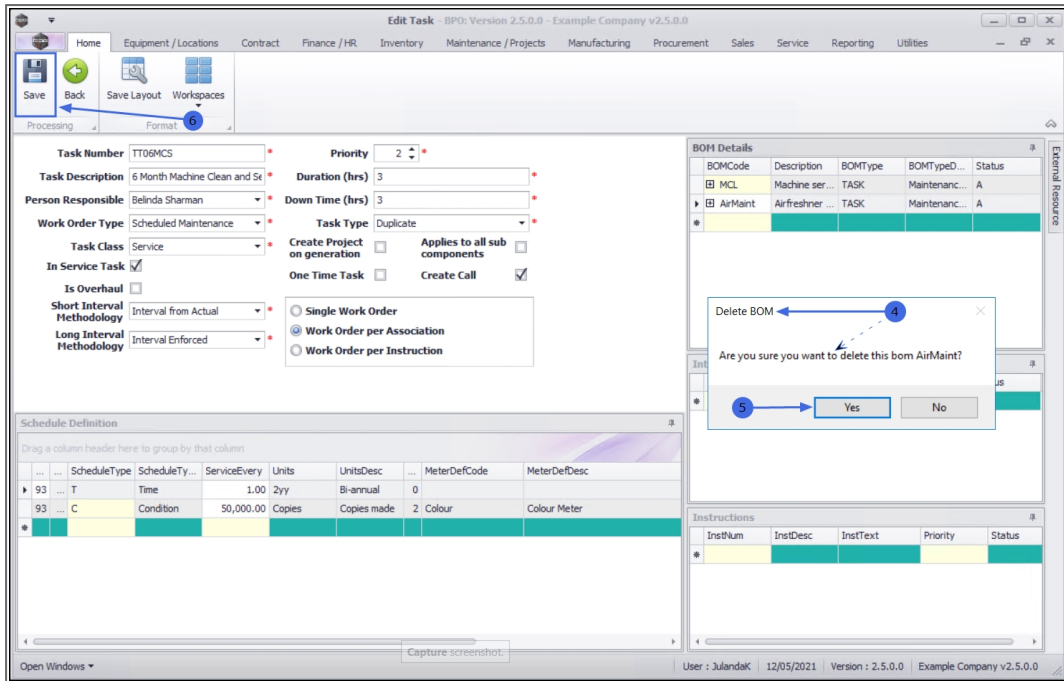
7. You will return to the *Tasks* list screen.

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

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

9. Click on *OK*.
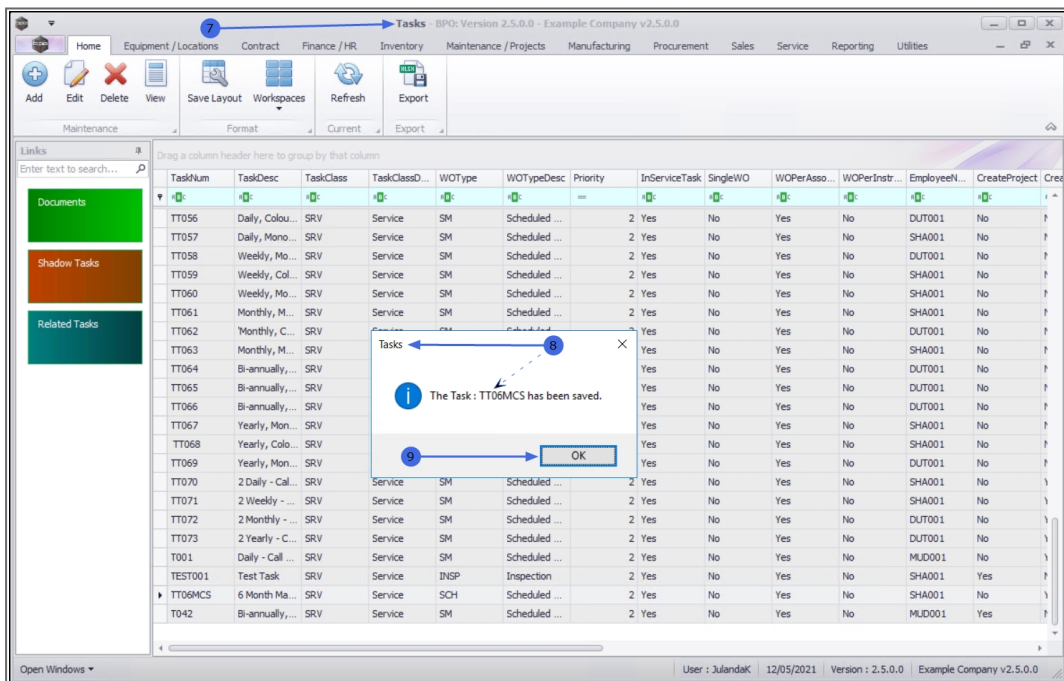
VIEW THE STATUS

1. From the *Tasks* list screen,
2. Click on the row of the *task* you wish to view the status of.
3. Click on *Edit*.

> Short cut key: *Right click* to display the *Process* menu list. Click on *Edit*.
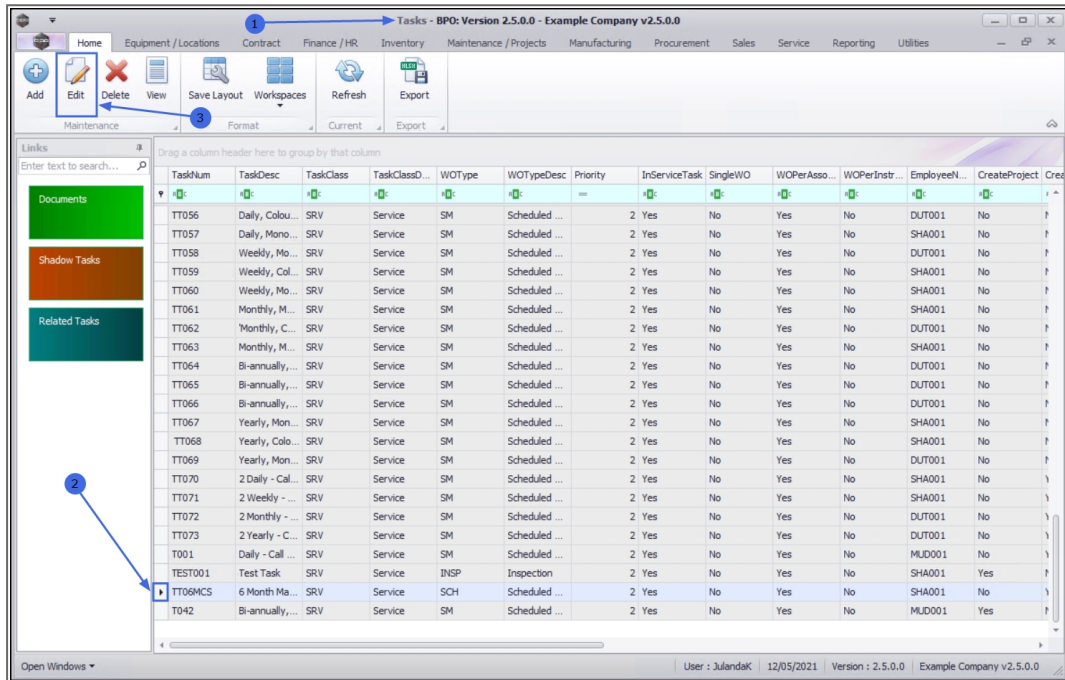
4. The *Edit Task* screen will be displayed.
5. The *Status* field for the BOM you have assigned has now been updated with *A - Active*.
6. Click on *Back* to return to the *Tasks* list screen.

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