

MAINTENANCE

TASKS – ASSIGN INTERNAL LABOUR RESOURCE

Tasks are set up in order to perform scheduled maintenance / service.

You can assign an Internal Labour Resource to a Task.

Ribbon Access: Maintenance / Projects > Tasks

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	Equipment	/Locations	Contract	Finance / HR	Inventory	Maintenan	ce / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
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Instructions	Tasks (Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation						
Pre	ventative	4	Reactive	Radar "		Proj	ects	4						\Diamond

- 1. The *Tasks* list screen will be displayed.
- Click on the *row* of the task you wish to assign an *Internal Labour Resource* to.
- 3. Click on *Edit*.

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



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Related Tasks TT061 Monthly, M, SRV Service SM Scheduled 2 Yes No Yes No SHA011 No TT062 Monthly, C SRV Service SM Scheduled 2 Yes No Yes No Difference No SHA001 No TT063 Monthly, C SRV Service SM Scheduled 2 Yes No Yes No SHA001 No TT064 Biranually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No TT065 Biranually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No TT068 Vearly, Colo SRV Service SM Scheduled 2 Yes No Yes No SHA001 No TT068 Yearly, Mon SRV	Trads Tro61 Monthly, M., StV Service SM Scheduled 2 Yes No Yes No SHA001 No Tr062 Monthly, C., StV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr063 Monthly, M., StV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr063 Monthly, M., StV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr064 B-annually, StV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr065 B-annually, StV Service SM Scheduled 2 Yes No Yes No StV	Jindu	uon ruasa	TT	159	Weekly, Col	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
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Trib62 Monthly, C., SRV Service SM Scheduled 2 Yes No Yes No Visit No No Difficit Trib63 Monthly, M. SRV Service SM Scheduled 2 Yes No Yes No SRV No No Srid No Trib64 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No Trib65 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No Trib667 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No SRV Service SM Scheduled 2 Yes No Yes No Srd	THOB2 Monthly, C., SRV Service SM Scheduled 2 Yes No Yes No DUT001 No THO53 Monthly, M., SRV Service SM Scheduled 2 Yes No Yes No SM Scheduled 2 Yes No Yes No Scheduled Yes No Yes No Scheduled Yes No Schedu			TT	61	Monthly, M	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
2 Tr064 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr065 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr065 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr0667 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No SHA001 No Tr0668 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No SHA001 No Tr067 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA001 No Tr0707 2 Srevice SM Scheduled <t< td=""><td>T1064 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1065 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1066 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1066 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No Strice Strice Strice Strice Strice Strice Strice Strice Str</td><td>Relat</td><td>ited Tasks</td><td>TT</td><td>62</td><td>'Monthly, C</td><td>SRV</td><td>Service</td><td>SM</td><td>Scheduled</td><td>2</td><td>Yes</td><td>No</td><td>Yes</td><td>No</td><td>DUT001</td><td>No</td><td></td></t<>	T1064 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1065 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1066 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1066 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No Strice Strice Strice Strice Strice Strice Strice Strice Str	Relat	ited Tasks	TT	62	'Monthly, C	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
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Tr066 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No Tr067 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA001 No Tr067 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA01 No Tr069 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA01 No Tr069 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA01 No Tr0707 20aly-cal SRV Service SM Scheduled 2 Yes No Yes No SHA01 No Tr071 2Weekly SRV Service SM Scheduled	T1066 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No DUT001 No In T1067 Yearly, Mon			TT	64	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	1
IT067 Yearly, Mo., SRV Service SM Scheduled 2 Yes No Yes No SHA001 No IT068 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No SHA001 No IT068 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No SHA001 No IT069 Yearly, Mo SRV Service SM Scheduled 2 Yes No Yes No SHA001 No IT070 208/r / - SRV Service SM Scheduled 2 Yes No Yes No SHA001 No IT0707 208/r / SRV Service SM Scheduled 2 Yes No Yes No SHA001 No IT072 2 Workly SRV Service SM Scheduled 2 Yes No	T1067 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA001 No I T1068 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA001 No I T1068 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA001 No I T1069 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA001 No I T10707 20ally - Call SRV Service SM Scheduled 2 Yes No Yes No SHA001 No I T10707 20ally - Call SRV Service SM Scheduled 2 Yes No Yes No DUT001 No I T1072 2Monthy SRV Service SM Scheduled 2 Yes No Yes No <td< td=""><td></td><td></td><td>TT</td><td>65</td><td>Bi-annually,</td><td>SRV</td><td>Service</td><td>SM</td><td>Scheduled</td><td>2</td><td>Yes</td><td>No</td><td>Yes</td><td>No</td><td>DUT001</td><td>No</td><td>1</td></td<>			TT	65	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	1
TT068 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No SHA001 No TT069 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No DID101 No TT069 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No SHA001 No TT070 2 July - Cal SRV Service SM Scheduled 2 Yes No Yes No SHA001 No TT071 2 Weekly SRV Service SM Scheduled 2 Yes No Yes No SHA001 No TT072 2 Monthy SRV Service SM Scheduled 2 Yes No Yes No DU701 No TT072 2 Yearly - C SRV Service SM Scheduled 2 Yes No Yes No DU701 No <	TT068 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No SH4001 No TT069 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No DUT001 No TT069 Yearly, Colo SRV Service SM Scheduled 2 Yes No Yes No BUT001 No TT070 2 Daily - Call SRV Service SM Scheduled 2 Yes No Yes No SH4001 No TT070 2 Daily - Call SRV Service SM Scheduled 2 Yes No Yes No SH4001 No TT072 2 Monthly SRV Service SM Scheduled 2 Yes No Yes No DUT001 No TT072 2 Yearly - Call SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T001 Daily - Call <t< td=""><td></td><td></td><td>TT</td><td>66</td><td>Bi-annually,</td><td>SRV</td><td>Service</td><td>SM</td><td>Scheduled</td><td>2</td><td>Yes</td><td>No</td><td>Yes</td><td>No</td><td>DUT001</td><td>No</td><td>Į.</td></t<>			TT	66	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	Į.
T1069 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1070 2.0ally - cal SRV Service SM Scheduled 2 Yes No Yes No SHA001 No T1071 2.Weldy SRV Service SM Scheduled 2 Yes No Yes No SHA001 No T1071 2.Weldy SRV Service SM Scheduled 2 Yes No Yes No SHA001 No T1072 2.Monthly SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1072 2.Vearly - C SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1073 2.Vearly - C SRV Service SM Sc	T1069 Yearly, Mon SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1070 20ally - Call SRV Service SM Scheduled 2 Yes No Yes No SHA001 No T1070 20ally - Call SRV Service SM Scheduled 2 Yes No Yes No SHA001 No T1071 2 Weskly SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1072 2 Monthly SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T1072 2 Worldy - Call SRV Service SM Scheduled 2 Yes No Yes No DUT001 No T001 Daily - Call			TT	67	Yearly, Mon	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
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T001 Daily-Call SRV Service SM Scheduled 2 Yes No Yes No MU0001 No TEST001 Test Task SRV Service INSP Inspection 2 Yes No Yes No SHA001 Yes	T001 Daily - Call SRV Service SM Scheduled 2 Yes No Yes No MUD001 No TEST001 Text Task SRV Service INSP Impection 2 Yes No Yes No SHA001 Yes T06MCS 6 Month Ma SRV Service SCH Scheduled 2 Yes No Yes No SHA001 No T042 Bi-annually SRV Service SM Scheduled 2 Yes No Yes No SHA001 No			TT	72	2 Monthly	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
TEST001 Test Task SRV Service INSP Inspection 2 Yes No Yes No SHA001 Yes	TEST001 Test Task SRV Service INSP Inspection 2 Yes No Yes No SH4001 Yes I T06MCS 6 Month Ma SRV Service SCH Scheduled 2 Yes No Yes No SH4001 No T042 Bi-annually SRV Service SM Scheduled 2 Yes No MuD001 Yes			TT	73	2 Yearly - C	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	1
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T042 Bi-annually, SRV Service SM Scheduled 2 Yes No Yes No MUD001 Yes				TO	12	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	MUD001	Yes	

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

ADD CRAFT DETAILS TO TASK

- 5. In the Internal Labour Resource frame,
- 6. *Right click* in an available line in the data grid to display the *Process* menu.
- 7. Click on *Craft* Add a craft.



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						*						
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- 8. The *Select a craft* screen will be displayed.
 - Click on the *row* of the *craft* you wish to assign to this task.
 - Click on OK.

\$ =			Edit Task - BPO: Version 2	.5.0.0 - Example Comp	any v2.5.0.0						
Home Ed	quipment / Locations	Contract Finance / HR	Inventory Maintenance / P	rojects Manufacturing	g Procurement	Sales	Service A	Reporting	Utilities	- 6	9 X
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Task Number	TT06MCS	Priority	2 🗘 *		BOM	Details					4
				_ .	B	OMCode I	Description	BOMType	BOMTypeD	Status	
-	6 Month Machine Clean ar				> ±	MCL I	Machine ser	TASK	Maintenanc	A	
Person Responsible	Belinda Sharman	 Down Time (hrs) 	3	*							
Work Order Type	Scheduled Maintenance	 Task Type 	Duplicate	* *							
Task Class	Service	 Create Project on generation 	Applies to all sub components								
In Service Task	\checkmark	-	-	~							
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Short Interval Methodology	Interval from Actual	• • O Single Work 0	Order								
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	Home					rnal Labour I	Resource				4
	Home	-			C	raft	CraftName	Crew	Time	Status	
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	PAS	Personal Assistant	1100	2100							
	REP	Sales Representative	1100	2100							
1	TECH	Technician	1100	2100	1 -						



- The *Craft* and *Craft Name* fields will be populated with the selection you have made.
- **Crew:** Click in the field and *type* in or use the directional *arrows* to select the **number** of internal labour resource(s) (crew) that will be required to complete the task.
- Time: Click in the field and *type* in or use the directional *arrows* to select the **total time** required (<u>in hours</u>) that will be required by the internal labour resource to complete the task.

Note 1: The Internal Labour Resource time can be the same as, or less than, the total task Duration time. If this is more than, then you will need to adjust the Duration time to make provision for extended Internal Labour Resource time.

Note 2: You will also need to adjust the Down Time (the time in hours) that an item will be out of use due to a service / maintenance being carried out.

SAVE THE CRAFT DETAILS

When you have finished adding all the details to the *Craft*, click on *Save*.



	Edit Ta	ask - BPO: Version 2.5.0.0 - Example Company v	v2.5.0.0			_ D X
Home Equipment / Locations Contr	ract Finance / HR Inventor	ry Maintenance / Projects Manufacturing	Procurement Sales	Service Reporting	Utilities	_ 8 >
Save Back Save Layout Workspaces						6
Task Number TT06MCS	• Priority 2 🛟	•	BOM Details			4
Task Description 6 Month Machine Clean and Se		*	BOMCode	Description BOMTyp	e BOMTypeD	Status
-			► E MCL	Machine ser TASK	Maintenanc	A
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Work Order Type Scheduled Maintenance 🔻		Applies to all sub				
Task Class Service 🔻	on generation	components				
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			Internal Labou	ur Resource	1.	4
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Schedule Definition			Craft I TECH	CraftName Crew	1	
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Drag a column header here to group by that column ScheduleType ScheduleTy ServiceEvery 93 T Time 1.00	2yy Bi-annual 0	MeterDefCode MeterDefDesc	Instructions	CraftName Crew Technician	1 4 1.00	
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Drag a column header here to group by that column ScheduleType ScheduleTy ServiceEvery 93 T Time 1.00	2yy Bi-annual 0	MeterDefCode MeterDefDesc	Instructions	CraftName Crew Technician	1 4 1.00	

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

•			/Locations	Contract	Finance / HR	Inventory	Maintena	nce / Projects	Manufacturing	Procuremen	nt Sales	Service F	Reporting L	Itilities	- 8	
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			TT057	Daily, Mono	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
Shadow	v Tasks		TT058	Weekly, Mo	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			TT059	Weekly, Col	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
			TT060	Weekly, Mo	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
Related	Tacks		TT061	Monthly, M	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
Related	a Tasks		TT062	'Monthly, C	SRV	Tester	CM	Calculated	×	Yes	No	Yes	No	DUT001	No	
			TT063	Monthly, M	SRV	Tasks 🗲		11	^	Yes	No	Yes	No	SHA001	No	
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			TT066	Bi-annually,						Yes	No	Yes	No	DUT001	No	
			TT067	Yearly, Mon						Yes	No	Yes	No	SHA001	No	
			TT068	Yearly, Colo					OK	Yes	No	Yes	No	SHA001	No	
			TT069	Yearly, Mon			12		OR	Yes	No	Yes	No	DUT001	No	
			TT070	2 Daily - Cal		Service	SM	Scheduled		Yes	No	Yes	No	SHA001	No	
			TT071	2 Weekly		Service	SM	Scheduled		Yes	No	Yes	No	SHA001	No	
			TT072	2 Monthly		Service	SM	Scheduled		Yes	No	Yes	No	DUT001	No	
			TT073	2 Yearly - C		Service	SM	Scheduled		Yes	No	Yes	No	DUT001	No	
			T001	Daily - Call		Service	SM	Scheduled		Yes	No	Yes	No	MUD001	No	
			TEST001	Test Task	SRV	Service	INSP	Inspection	-	Yes	No	Yes	No	SHA001	Yes	
			TT06MCS	6 Month Ma		Service	SCH	Scheduled		Yes	No	Yes	No	SHA001	No	
			T042	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	MUD001	Yes	
		1														



VIEW THE STATUS

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

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

	Home Equip	ment	t / Locations	Contract	Finance / HR		Maintenar	nce / Projects	Manufacturing	Procuremen	it Sales	Service F	Leporting L	Jtilities	- 8	
	Edit Delete	View		out Workspace												
Ļ		_	-3			-										
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er text	t to search P		TaskNum	TaskDesc	TaskClass	TaskClassD	WOType	WOTypeDesc	Priority	InServiceTask	SingleWO	WOPerAsso	WOPerInstr	EmployeeN	CreateProject	t
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			TT056	Daily, Colou	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			TT057	Daily, Mono	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
Shado	ow Tasks		TT058	Weekly, Mo	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
Children			TT059	Weekly, Col	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
			TT060	Weekly, Mo	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
	17 de		TT061	Monthly, M	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
Relate	ed Tasks		TT062	'Monthly, C	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			TT063	Monthly, M	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
			TT064	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			TT065	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			TT066	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			TT067	Yearly, Mon	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
			TT068	Yearly, Colo	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
			TT069	Yearly, Mon	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
	2		TT070	2 Daily - Cal	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
	—		TT071	2 Weekly	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	No	
			TT072	2 Monthly	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			TT073	2 Yearly - C	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	No	
			T001	Daily - Call	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	MUD001	No	
			TEST001	Test Task	SRV	Service	INSP	Inspection	2	Yes	No	Yes	No	SHA001	Yes	
		Ŀ	TT06MCS	6 Month Ma	SRV	Service	SCH	Scheduled	2	Yes	No	Yes	No	SHA001	No	
			T042	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	MUD001	Yes	

- 4. The *Status* field for the labour you have created has now been updated with *A Active*.
- 5. Click on *Back* to return to the Task list screen.



ф т	Edit Task - BPO: Version 2.5	0.0 - Example Company v2.5.0.0		_ – ×
Home Equipment / Locations Contract	t Finance / HR Inventory Maintenance / Pro	ects Manufacturing Procurement	Sales Service R	Leporting Utilities — 🗗 🗙
Save Back Processing				\$
Task Number	Priority 2 🗘 *	BOM D	etails	* 8
Task Description 6 Month Machine Clean and Se *	Duration (hrs) 3	•		BOMType BOMTypeD Status
Person Responsible Belinda Sharman	Down Time (hrs) 3	▶ 🕀 M	CL Machine ser	TASK Maintenanc A
				BOMType BOMTypeD Status TASK Maintenanc A
Work Order Type Scheduled Maintenance •	Task Type Dapicate			
Task Class Service •	Create Project Applies to all sub components			
In Service Task	One Time Task 🔲 🧧 Create Call 🚽			
Is Overhaul Short Interval Interval from Actual		-		
Methodology	 Single Work Order Work Order per Association 			4
Methodology Interval Enforced •	Work Order per Association Work Order per Instruction			
		Interna	al Labour Resource	#
		Craf		Crew Time Status
		> TECH	H Technician	1 1.00 A
Schedule Definition		4		
Drag a column header here to group by that column				
ScheduleType ScheduleTy ServiceEvery U	Jnits UnitsDesc MeterDefCode	MeterDefDesc		
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		*		
4 <		> <		→ →
Open Windows 🕶		User : Jula	andaK 12/05/2021 Ve	ersion : 2.5.0.0 Example Company v2.5.0.0

REMOVE A CRAFT

- 1. In the Internal Labour Resource frame,
- Right click on the row of the craft you wish to remove from the Task, to display the Process Menu.
- 3. Select *Delete* Delete craft



ф т	Edit Task - BPO: Version 2.5.0.0 -	Example Company v2.5.0.0	_ _ X
Home Equipment / Locations Contract	Finance / HR Inventory Maintenance / Projects	Manufacturing Procurement Sales S	ervice Reporting Utilities — 🗗 🗶
Save Back Save Layout Workspaces			۵
Task Number TT06MCS	Priority 2 🔹 *	BOM Details	
		BOMCode De	escription BOMType BOMTypeD Status achine ser TASK Maintenanc A
Task Description 6 Month Machine Clean and Se	Duration (hrs) 3	E MCL M	achine ser TASK Maintenanc A
Person Responsible Belinda Sharman 🔹 *	Down Time (hrs) 3 *	•	
Work Order Type Scheduled Maintenance 🔹	Task Type Duplicate 👻 *		6
Task Class Service 🔹	Create Project Applies to all sub components		
In Service Task 🗹	One Time Task 🔲 Create Call 🗹		1
Is Overhaul			
Short Interval Methodology	Single Work Order		
Long Interval Interval Enforced	Work Order per Association		
	Work Order per Instruction		esource # afthame Crew Time Status echnician 1 1.00 A
Schedule Definition		1997	dministrati
Drag a column header here to group by that column 		DefDesc	Ĵ ~
93 C Condition 50,000.00 C		r Meter Delete craft	·
*		Instructions	I Destructure Destructure Destructure
		*	stDesc InstText Priority Status
. i		•	,
Open Windows 🕶		User : JulandaK 12/0	05/2021 Version : 2.5.0.0 Example Company v2.5.0.0

4. When you receive the *Delete Craft* message to confirm;

• Are you sure you want to delete this craft [craft name]?

- 5. Click on Yes if you are certain about your selection, or
 - Click on *No* to ignore the request and leave the craft assigned to the Task.



\$ =				Edit	Task - B	3PO: Version 2.5.	0.0 - Exa	ample Compan	y v2.5	0.0					x
Home Ec	uipment / Locatio	ons Contrac	Finance / H	IR In	entory	Maintenance / P	rojects	Manufacturing) Pr	ocurement	Sales Ser	rice Reportin) Utilities	- 1	e x
	Layout Works	paces													\diamond
Task Number	TT06MCS		• P	riority	2 🛟	*			BO	M Details					4 <u>R</u>
Task Description	6 Month Machin	e Clean and Sc	Duratio	n (hrs)						BOMCode	Description	BOMType	BOMTypeD	Status	terna
Person Responsible							_			MCL	Machine ser.	TASK	Maintenanc	A	I Res
-									*						External Resource
Work Order Type			<i>c</i>		Duplicate	Applies to all s	uh —								C 9
Task Class In Service Task		•	on gener	ation		components									
Is Overhaul			One Time	Task		Create Call	\checkmark								
	Interval from Ac	tual 🔻	• O Single	Work 0	ndon			1							
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Open Windows 🔻									User	: JulandaK	13/05/2021	Version : 2.5.0.	Example Cor	mpany v2.5	0.0

6. The craft has been removed from the Internal Labour Resource grid.

SAVE THE DETAILS

7. Click on *Save* to save all changes and to return to the *Tasks* list screen.



1 V			Edi	it Task - E	BPO: Version 2.5.0.0	- Exan	nple Company	v2.	5.0.0					x
Home E	quipment / Locati	ons Contract	Finance / HR I	Inventory	Maintenance / Proje	ects	Manufacturing	P	rocurement	Sales Servi	ce Reportin	ng Utilities	_	₽ x
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In Service Task	\checkmark		One Time Task		Create Call	\checkmark								
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Open Windows 👻								User	: JulandaK	13/05/2021	/ersion : 2.5.0.	0 Example Co	mpany v2.5	5.0.0

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



Tasks - Assign Internal Labour Resource

		nent (/ Locations	Contract F	inan	nce / HR	Inv		Maintenand	e / Projects Ma	nufacturing		Procurement	Sales Se	ervice Report	ting Utilities	-	8)
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Auu	Eur Delete v	iew	Save Lay	vorkspace		Kellesi		Export										
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Chard	low Tasks		TT059	Weekly, Col	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	SHA001	No
Shad	IOW Tasks		TT060	Weekly, Mo	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	SHA001	No
			TT061	Monthly, M	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	SHA001	No
			TT062	'Monthly, C	SR	v	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	DUT001	No
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			TT064	Bi-annually,	SR	V				11		2	Yes	No	Yes	No	DUT001	No
			TT065	Bi-annually,	SR	V			Ľ			2	Yes	No	Yes	No	DUT001	No
			TT066	Bi-annually,	SR	V	U	The Ta	sk:TT06M	CS has been save	1.	2	Yes	No	Yes	No	DUT001	No
			TT067	Yearly, Mon	SR	V						2	Yes	No	Yes	No	SHA001	No
			TT068	Yearly, Colo	SR	V		-			_	2	Yes	No	Yes	No	SHA001	No
			TT069	Yearly, Mon	SR	V		10		- ОК		2	Yes	No	Yes	No	DUT001	No
			TT070	2 Daily - Cal	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	SHA001	No
			TT071	2 Weekly	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	SHA001	No
			TT072	2 Monthly	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	DUT001	No
			TT073	2 Yearly - C	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	DUT001	No
			T001	Daily - Call	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	MUD001	No
			TEST001	Test Task	SR	V	Ser	vice	INSP	Inspection		2	Yes	No	Yes	No	SHA001	Yes
		•	TT06MCS	6 Month Ma	SR	V	Ser	vice	SCH	Scheduled		2	Yes	No	Yes	No	SHA001	No
			T042	Bi-annually,	SR	V	Ser	vice	SM	Scheduled		2	Yes	No	Yes	No	MUD001	Yes
		4.0																

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