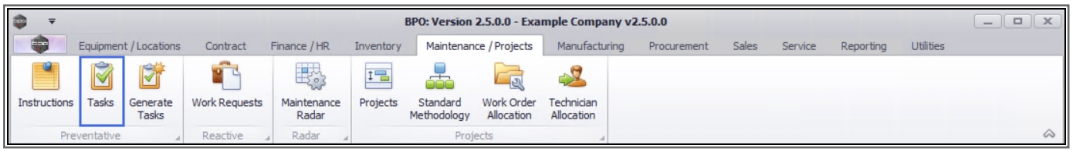
MAINTENANCE

TASKS - ASSIGN / REMOVE AN EXTERNAL LABOUR RESOURCE

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

You can assign an **External Labour Resource** to a Task.

Ribbon Access: *Maintenance / Projects > Tasks*



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

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

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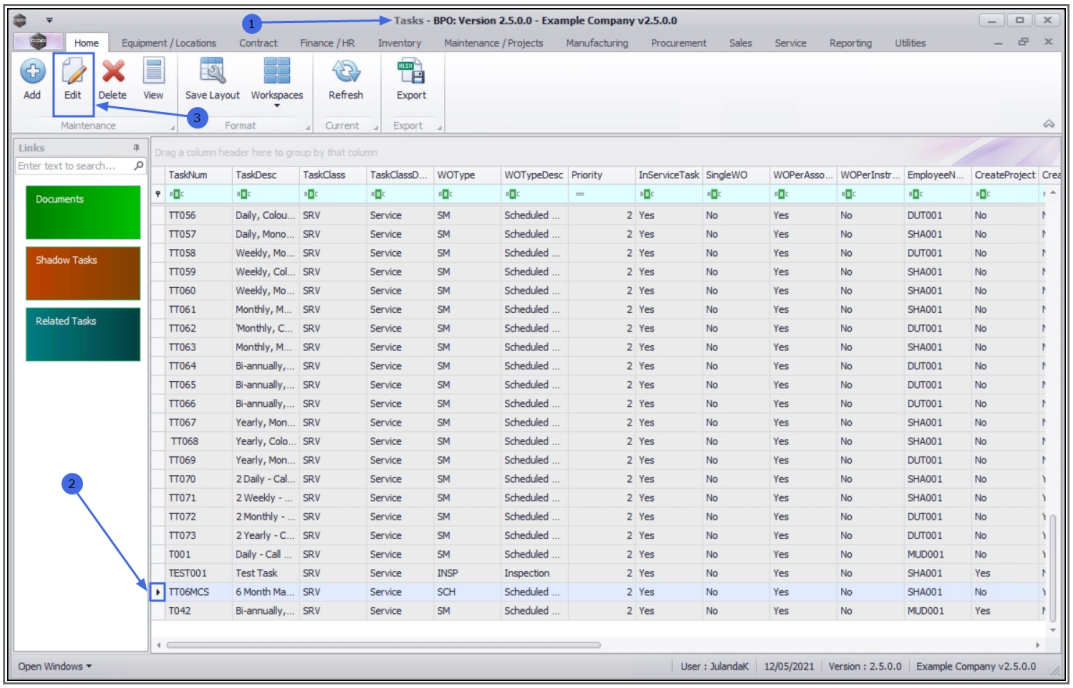

4. The ***Edit Task*** screen will be displayed.
5. Click on the ***External Labour Resource*** tab to display the External Resource frame.
6. ***Expand*** the External Resources panel until all the columns can be viewed. This will make it easier to work with.

ADD AN EXTERNAL RESOURCE

7. ***Right click*** in an available line in the data grid to display the ***Process*** menu.
8. Click on ***Add*** - Add an External Resource.

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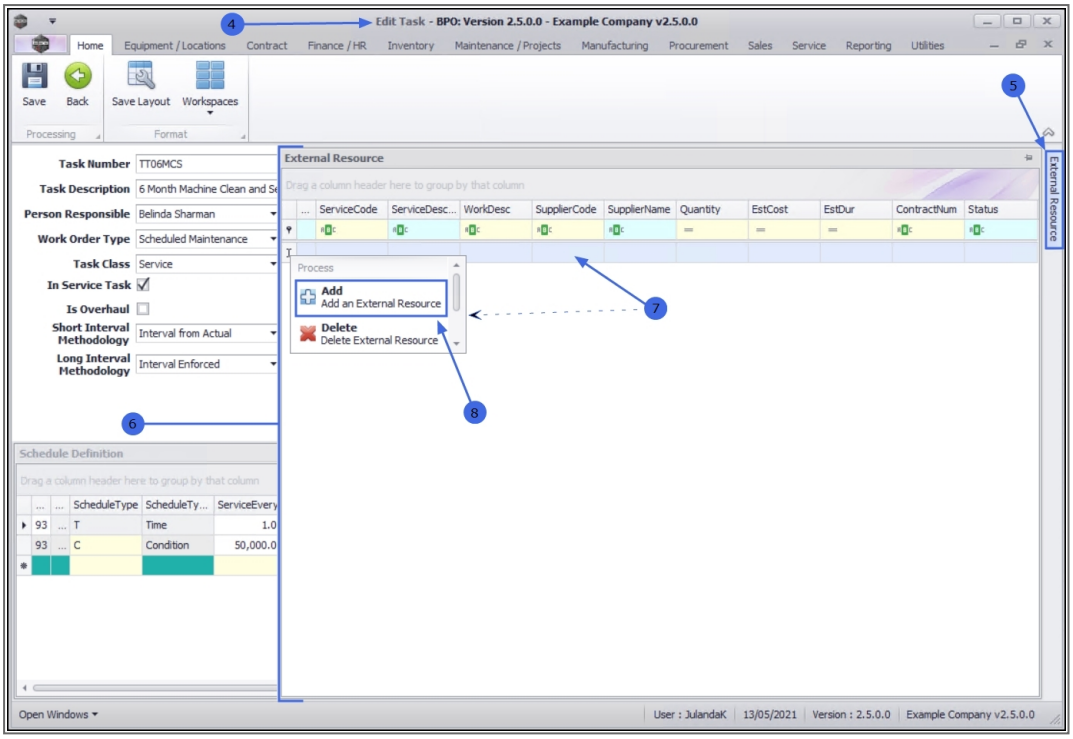

9. The ***Select a Service*** screen will be displayed.
    i. Click on the ***row*** of the ***service*** you wish to assign to this task.
    ii. Click on ***OK***.

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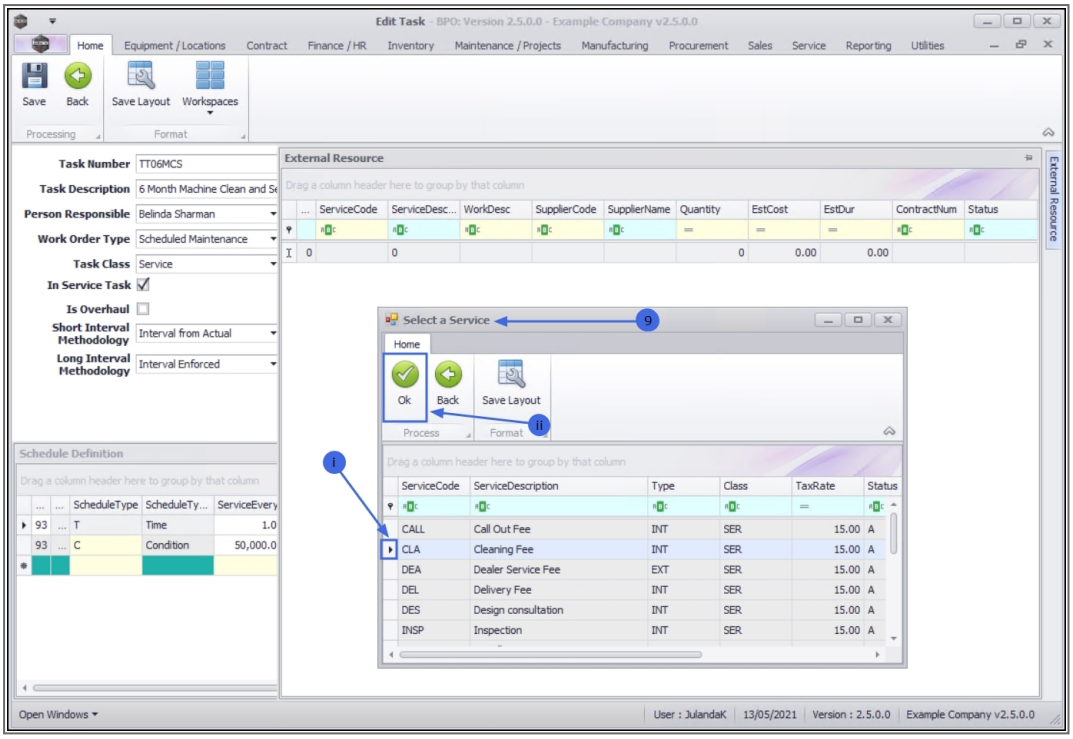

10. The ***Service Code***, ***Service Description***, ***Work Description***, ***Quantity***, ***Estimated Cost***, ***Estimated Duration*** and ***Status*** fields will populate with the service you have selected.

SELECT THE SUPPLIER

11. Click in the ***Supplier Code*** field to display an ellipsis button.
    i. Click on this button to display the ***Select a Supplier*** screen.
    ii. Click on the ***row*** of the ***supplier*** you wish to outsource the task to.
    iii. Click on ***OK***.

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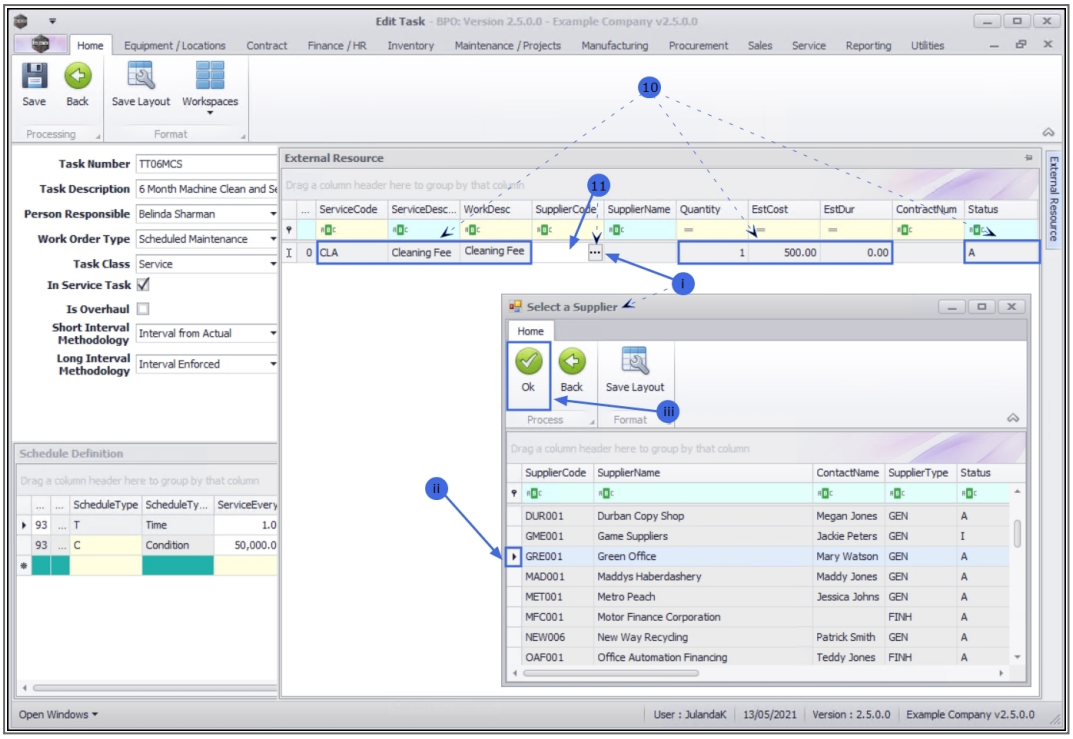

- The ***Supplier Code*** and ***Supplier Name*** fields will populate with the supplier information you have selected.
- ***Quantity:*** This field will be populated. To ***change*** the quantity, click in the field to ***type*** in or use the directional ***arrows*** to specify the number of external resources, if required.
- ***Estimated Costs:*** This field will be populated. To ***change*** the estimated cost, click in the field to ***type*** in, or use the directional ***arrows*** to specify the estimated cost, if required.
- ***Estimated Duration:*** Click in the field to ***type*** in, or use the directional ***arrows*** to select the estimated duration (in hours) for this external labour resource.
- ***Contract Number:*** Click in the field to type in the service contract number, if applicable.

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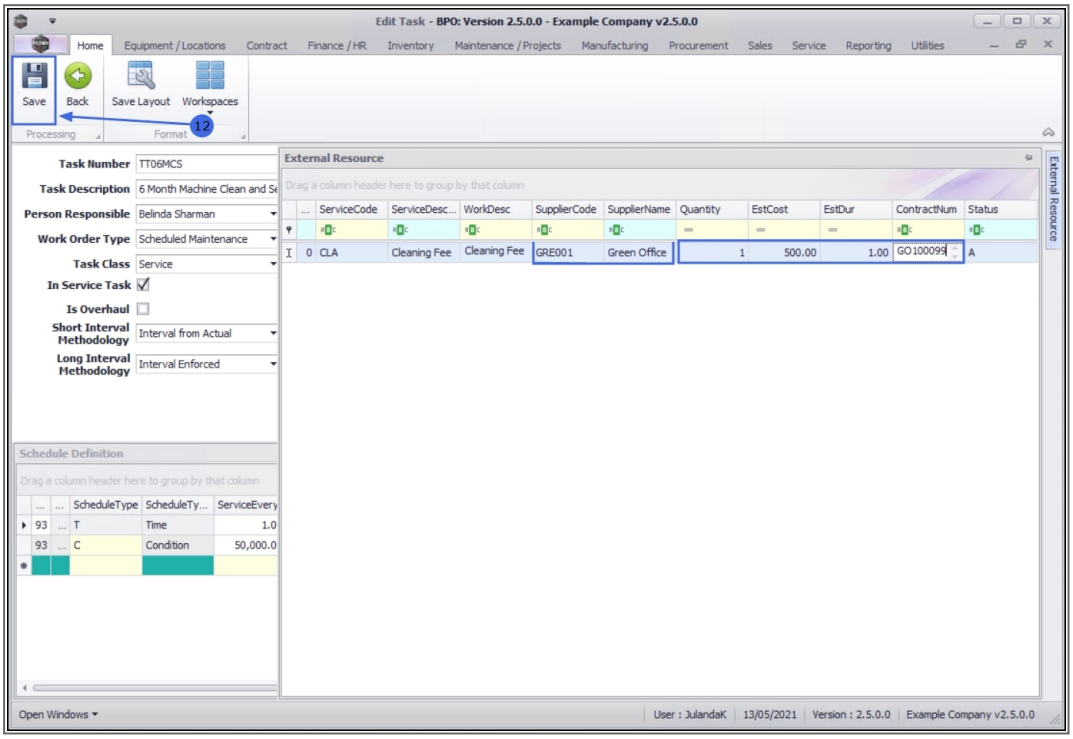
SAVE ASSIGNED LABOUR RESOURCE

12. When you have finished adding the details to the External Resources frame, click on ***Save***.



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

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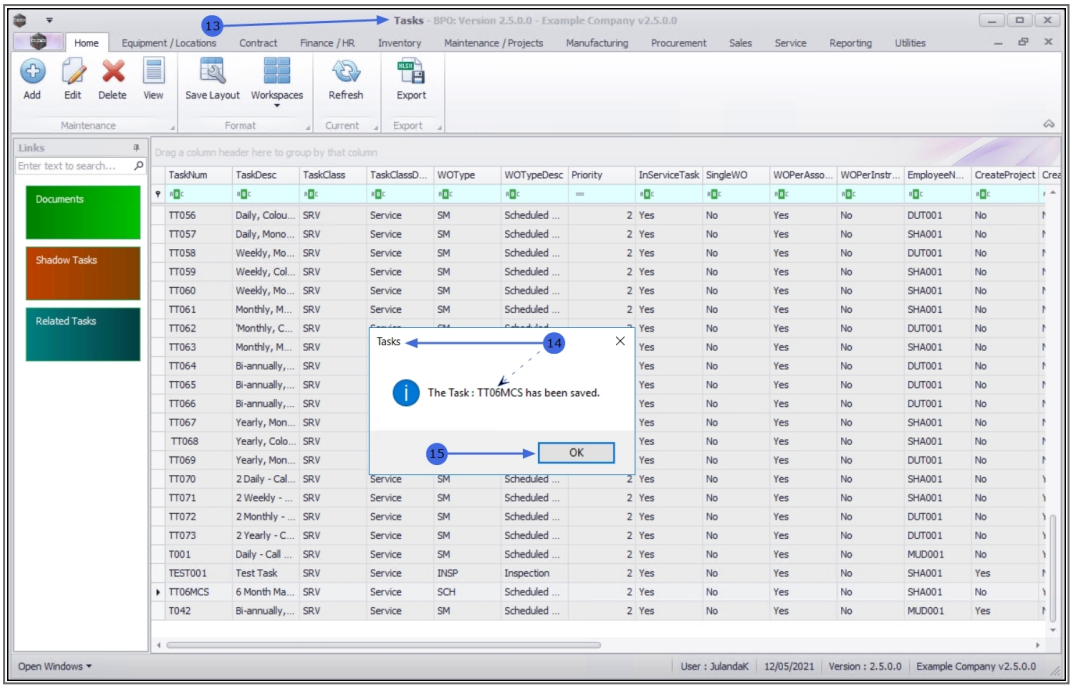

REMOVE AN EXTERNAL LABOUR RESOURCE

1. In the ***External Resource*** frame,
2. ***Right click*** in the ***row*** of the supplier you wish to remove from the Task, to display the ***Process*** Menu.
3. Select ***Delete*** - Delete External Resource.

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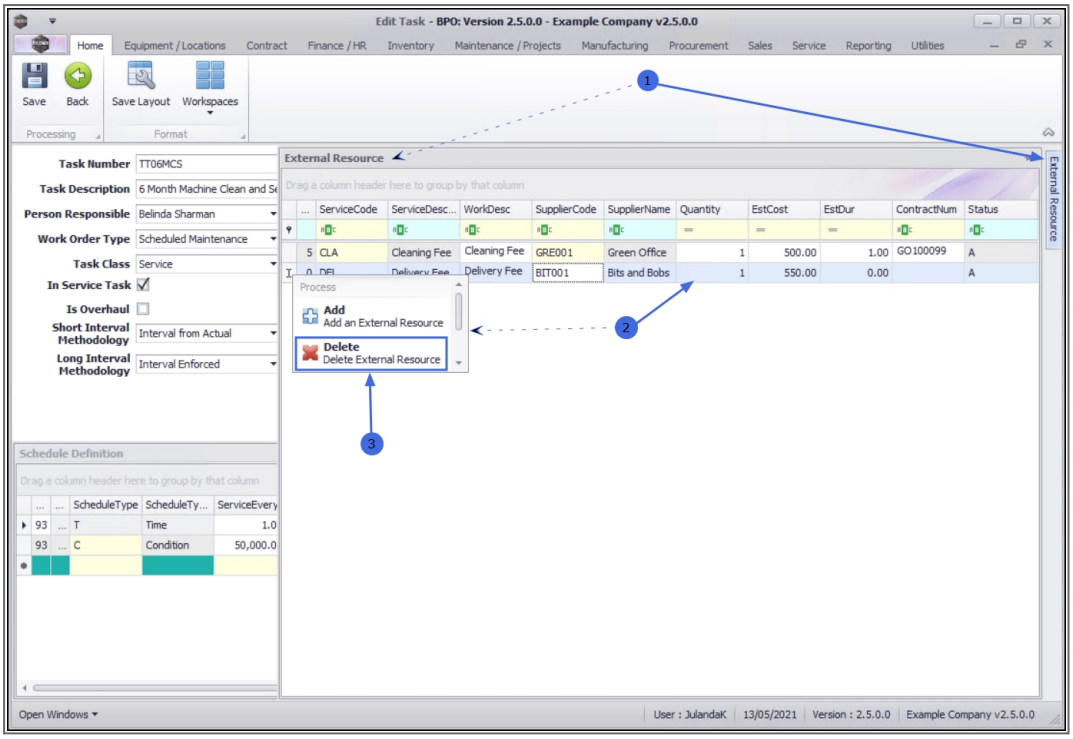

4. When you receive the ***Delete Supplier*** message to confirm;
    - ***Are you sure you want to delete this supplier [****supplier code****]?***
5. Click on ***Yes*** if you are certain about your selection, or
    - Click on ***No*** to ignore the request and leave the supplier assigned to the Task.

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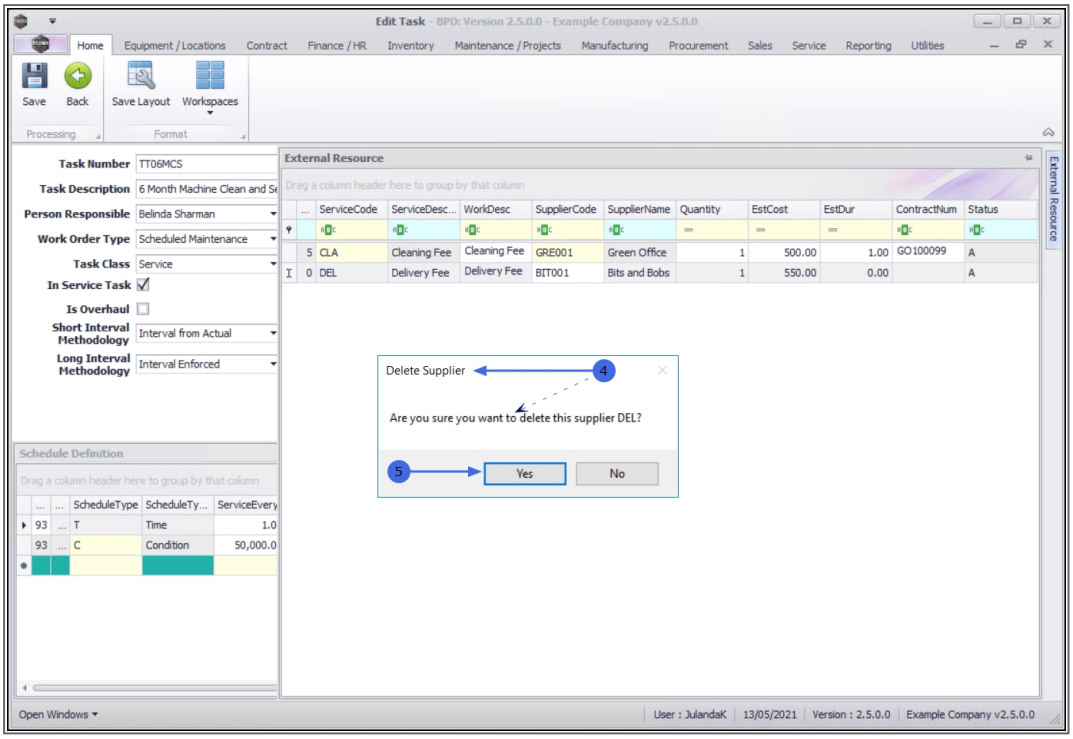

6. The external resource has been removed from the External Resource grid.
7. Click on ***Save*** to save all the changes.

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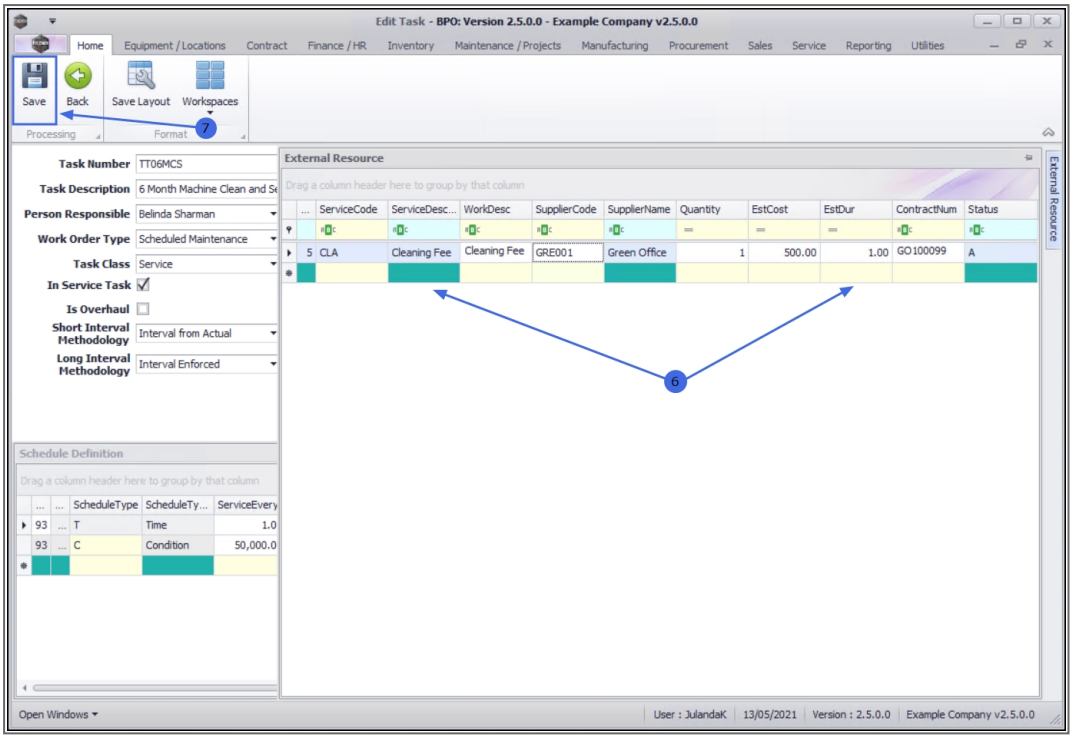

8. You will return to the ***Tasks*** list screen.
9. When you receive the ***Tasks*** message to confirm that;
    - ***The Task: [****task number****] has been saved.***
10. Click on ***OK***.

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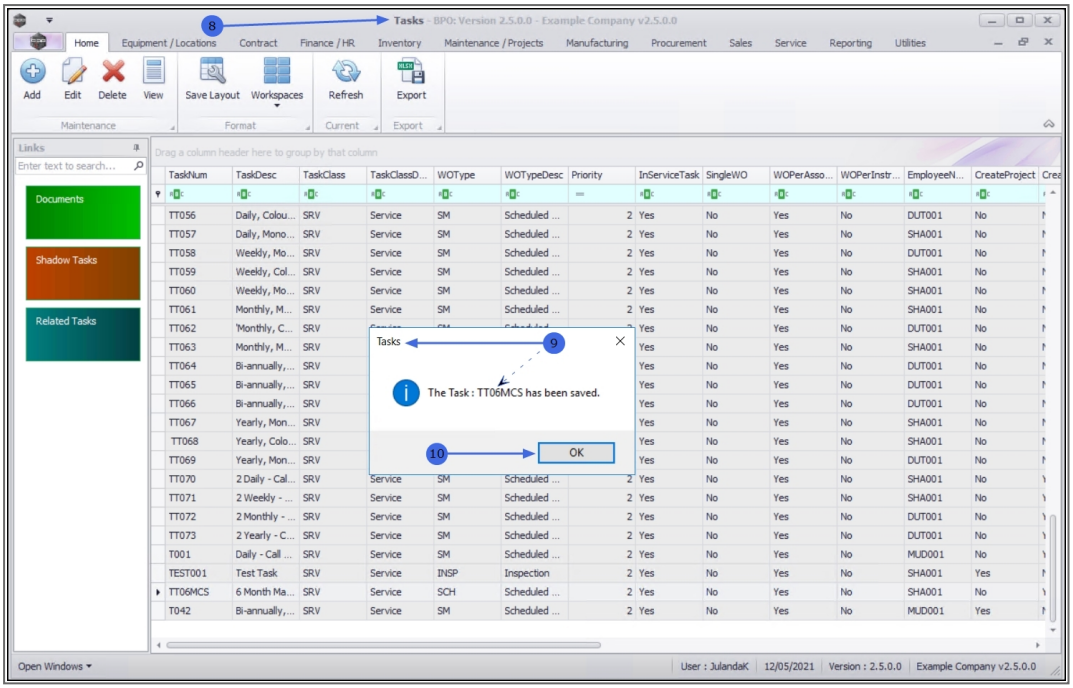

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