

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*.



-	Home Equip	ment /	Locations	Contract Fir	nance / HR		laintenance / l	Projects Manu	facturing Pr	ocurement S	ales Serv	ice Reporting	Utilities	- 8	
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		TT062	'Monthly, C	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001		
			TT063	Monthly, M	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	
Related Tasks		TT064	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001		
			TT065	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	
			TT066	Bi-annually,	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	
			TT067	Yearly, Mon	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	
			TT068	Yearly, Colo	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	
			TT069	Yearly, Mon	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	DUT001	
			TT070	2 Daily - Cal	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	
2			TT071	2 Weekly	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	
			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	
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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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	TT060	Weekly, Mo	SRV	Service	SM 6	Scheduled	2	Yes	No	Yes	No	SHA001	
Shadow Tasks	TT061	Monthly, M	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	
	TT062	'Monthly, C	SRV	Service	SM /	Scheduled	2	Yes	No	Yes	No	DUT001	
	TT063	Monthly, M	SRV	Service	SM /	Scheduled	2	Yes	No	Yes	No	SHA001	
Related Tasks	TT064	Bi-annually,	SRV	Service	1	/ × d	2	Yes	No	Yes	No	DUT001	
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	TT070	2 Daily - Cal	SRV	Service	ОК	d	2	Yes	No	Yes	No	SHA001	
	TT071	2 Weekly	SRV	Service	SM	Scheduled	2	Yes	No	Yes	No	SHA001	
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	TT06MCS	6 Month Ma	SRV	Service	SCH	Scheduled	2	Yes	No	Yes	No	SHA001	
	T042	Bi-annually,	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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