

We are currently updating our site; thank you for your patience.

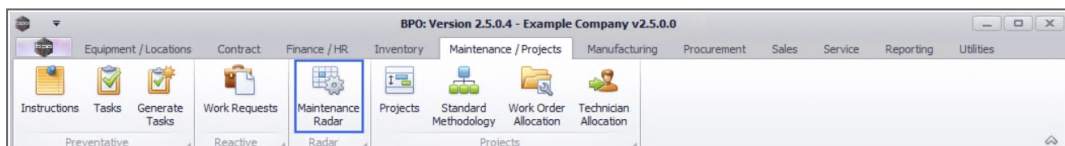
MAINTENANCE

MAINTENANCE RADAR – GENERATE TASKS

Single Task Radar generation will create a single work order not linked to a call or project.

Remember that the work order date will be the same as at the **date generated**, not task due date.


Ribbon Access: Maintenance / Projects > Maintenance Radar

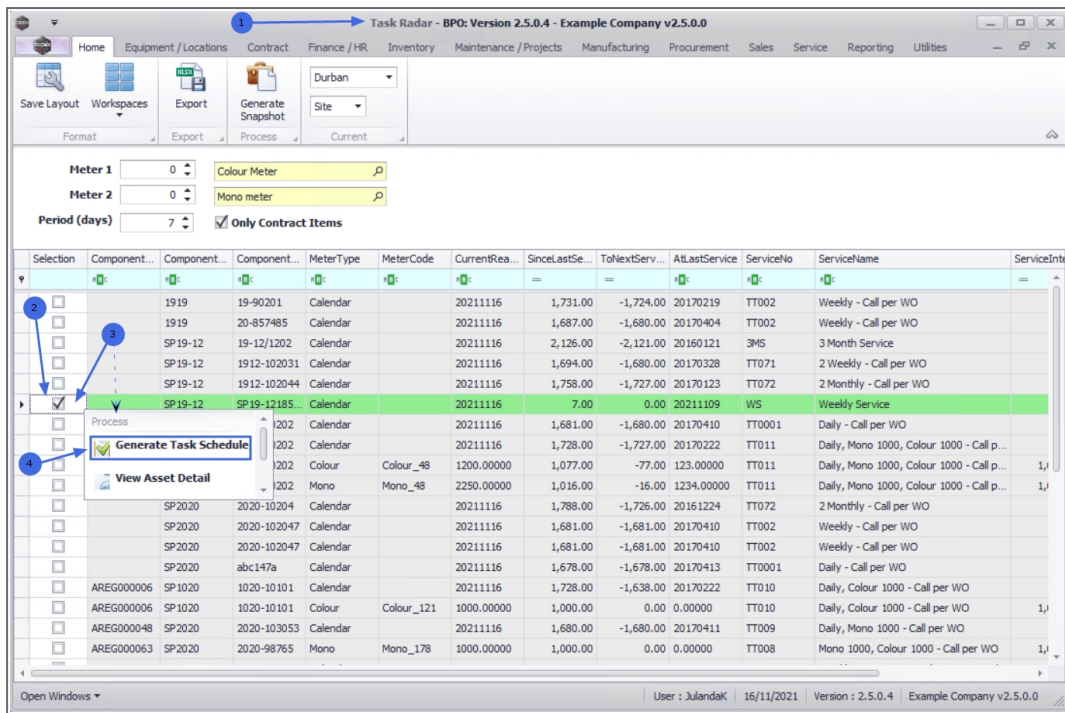


1. The **Task Radar** screen will be displayed.

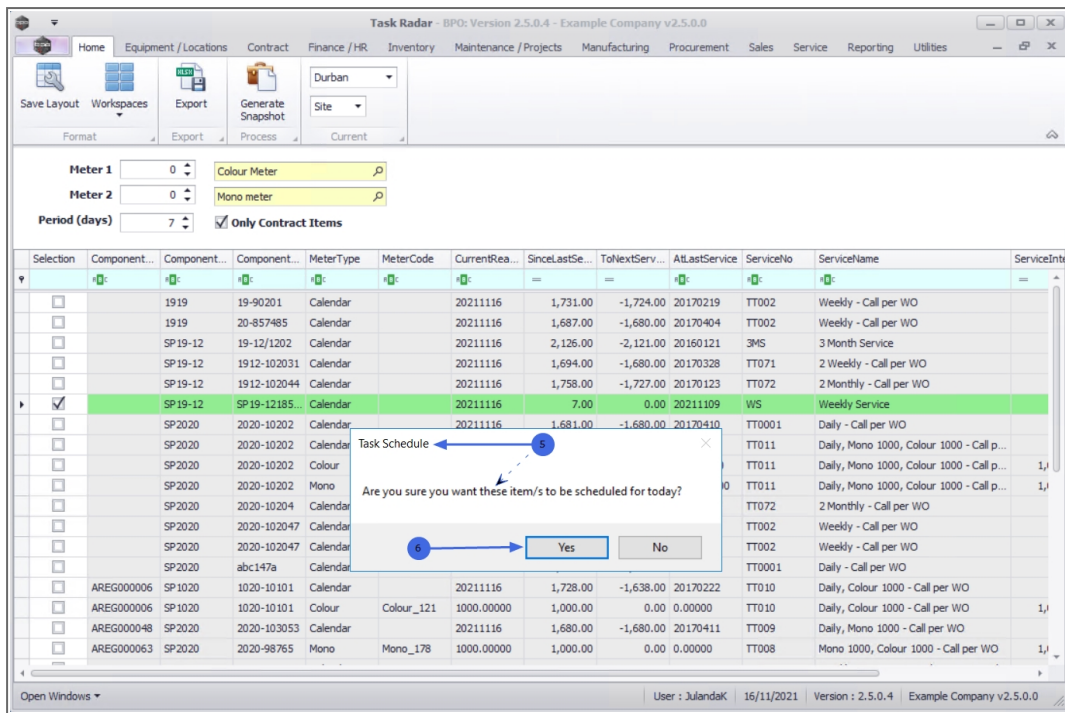
Refer to [Maintenance Radar - Generate Snapshot](#) for details on how to populate the due task list.

GENERATE SINGLE TASK

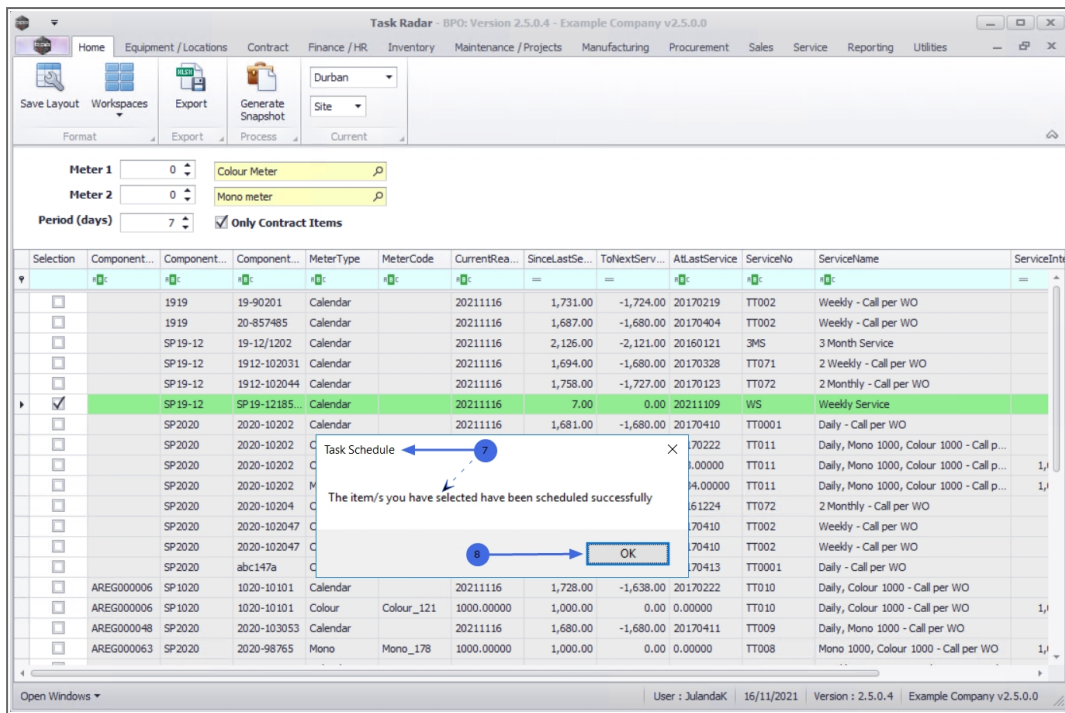
2. On the task list screen click on the **check box** of the **item** you wish to generate a single task for.
3.  **Right click** in the **same row** to display the **Process** menu .
4. Click on **Generate Task Schedule**.



5. When you receive the **Task Schedule** message to confirm;
 - Are you sure you want these item/s to be scheduled for today?
6. Click on **Yes** to schedule the task for today, or
 - Click on **No** to ignore the request.

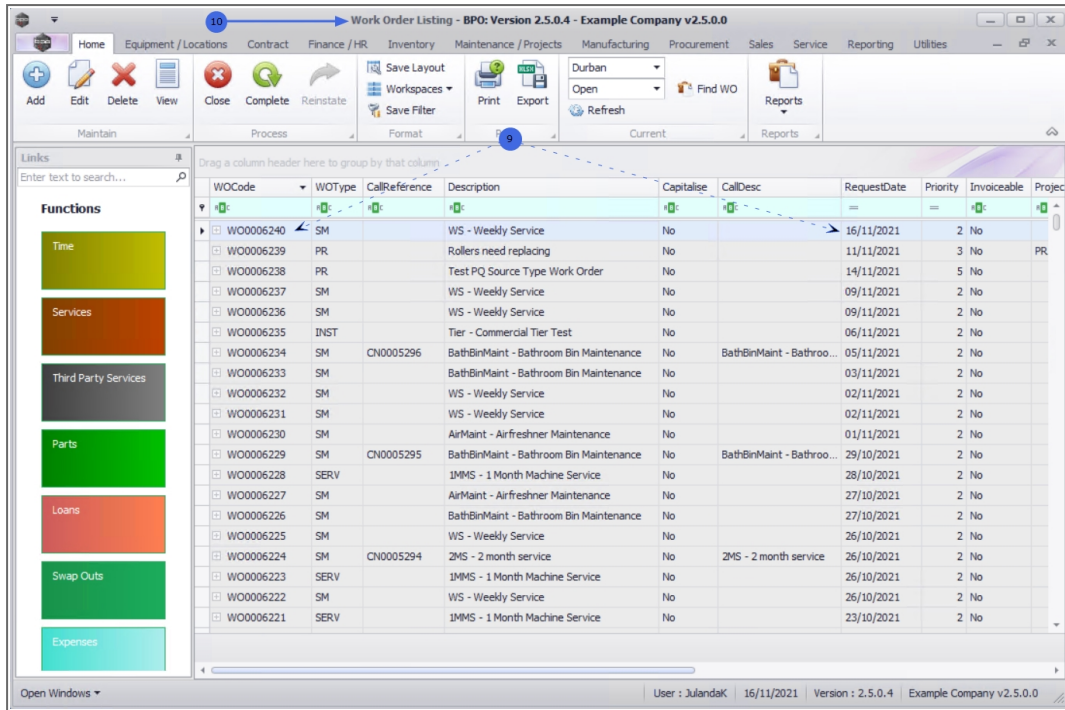


7. When you receive the second **Task Schedule** message to confirm that;
 - **The item/s you have selected have been scheduled successfully.**
8. Click on **OK**.




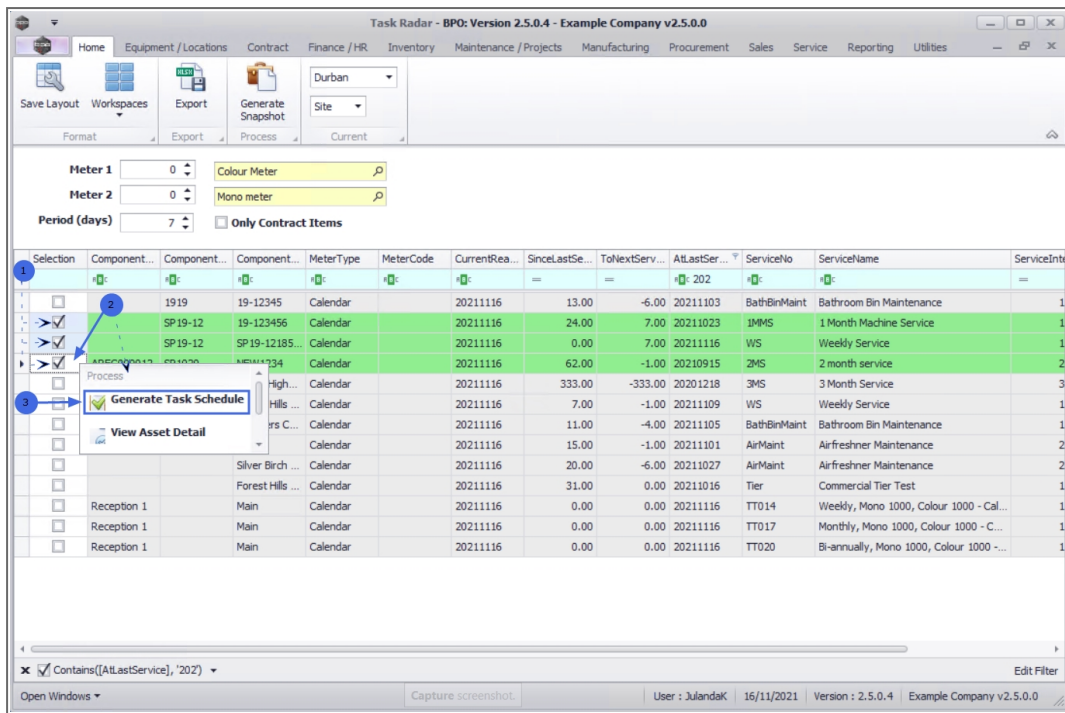
9. A **work order** with the assigned scheduled task has been created.
10. You can now **view** the generated work order in the **Work Order Listing** screen.

Refer to [Introduction to Work Orders](#) for details on how to navigate to the Work Order Listing screen.

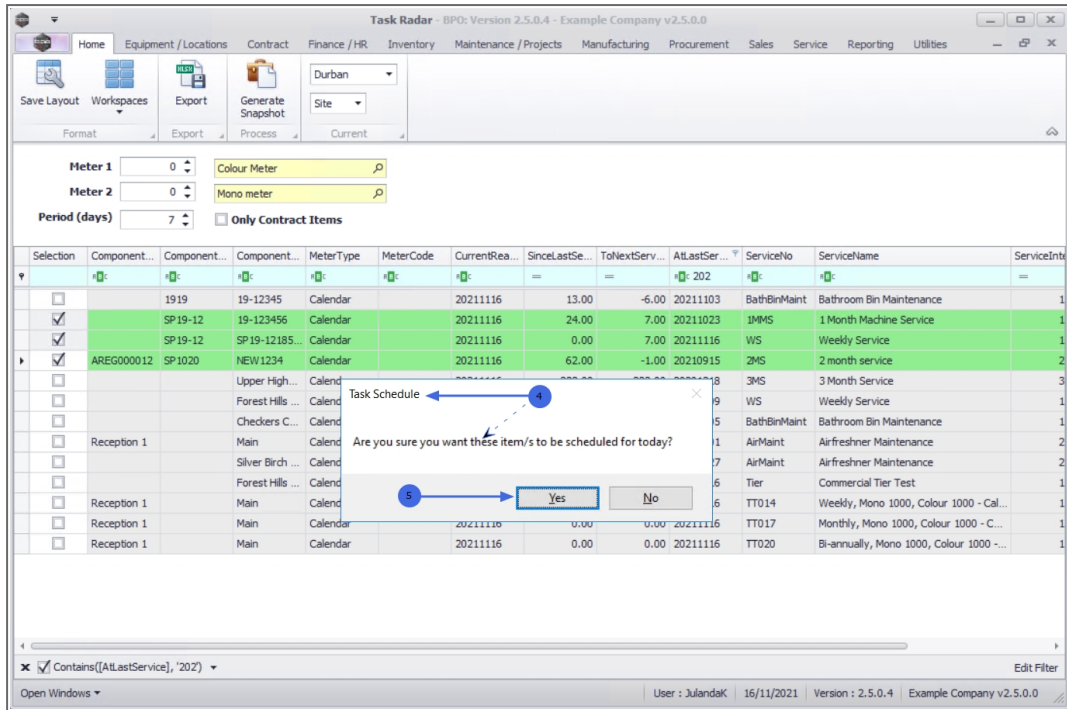


GENERATE MULTIPLE TASKS

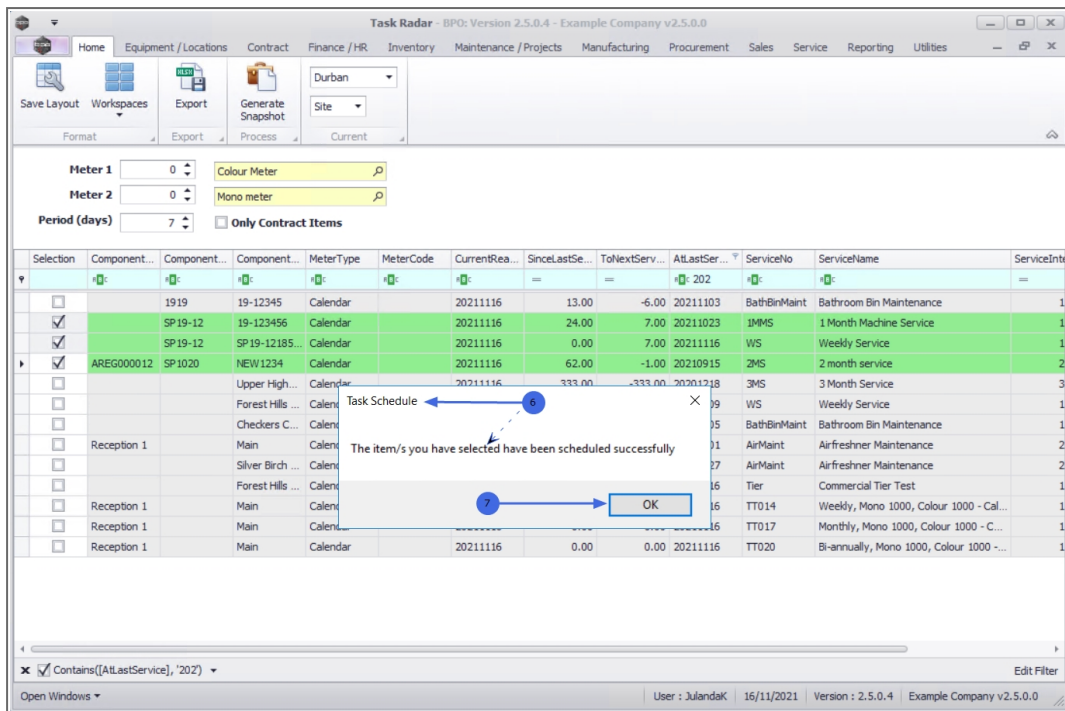
1. On the task list screen click on the **check box** of **each item** you wish to generate a task for.
2.  **Right click** in any of the selected **rows** to display the **Process** menu
3. Click on **Generate Task Schedule**.



4. When you receive the **Task Schedule** message to confirm;
 - **Are you sure you want these item/s to be scheduled for today?**
5. Click on **Yes** to schedule the task for today.



6. When you receive the second **Task Schedule** message to confirm that;
 - **The item/s you have selected have been scheduled successfully.**
7. Click on **OK**.



8. **Work orders** with the assigned scheduled tasks have been created.
9. You can now **view** the generated work orders in the **Work Order Listing** screen.

Refer to [Introduction to Work Orders](#) for details on how to navigate to the Work Order Listing screen.

WOCCode	WOType	CallReference	Description	Capitalise	CallDesc	RequestDate	Priority	Invoiceable	Project
WO0006244	SM	CN0005297	ZMS - 2 month service	No	ZMS - 2 month service	16/11/2021	2	No	
WO0006243	SM		WS - Weekly Service	No		16/11/2021	2	No	
WO0006242	SERV		IMMS - 1 Month Machine Service	No		16/11/2021	2	No	
WO0006241	SM		WS - Weekly Service	No		16/11/2021	2	No	
WO0006240	SM		WS - Weekly Service	No		16/11/2021	2	No	
WO0006239	PR		Rollers need replacing	No		11/11/2021	3	No	PR
WO0006238	PR		Test PQ Source Type Work Order	No		14/11/2021	5	No	
WO0006237	SM		WS - Weekly Service	No		09/11/2021	2	No	
WO0006236	SM		WS - Weekly Service	No		09/11/2021	2	No	
WO0006235	INST		Tier - Commercial Tier Test	No		06/11/2021	2	No	
WO0006234	SM	CN0005296	BathBinMaint - Bathroom Bin Maintenance	No	BathBinMaint - Bathroo...	05/11/2021	2	No	
WO0006233	SM		BathBinMaint - Bathroom Bin Maintenance	No		03/11/2021	2	No	
WO0006232	SM		WS - Weekly Service	No		02/11/2021	2	No	
WO0006231	SM		WS - Weekly Service	No		02/11/2021	2	No	
WO0006230	SM		AirMaint - Airfreshner Maintenance	No		01/11/2021	2	No	
WO0006229	SM	CN0005295	BathBinMaint - Bathroom Bin Maintenance	No	BathBinMaint - Bathroo...	29/10/2021	2	No	
WO0006228	SERV		IMMS - 1 Month Machine Service	No		28/10/2021	2	No	
WO0006227	SM		AirMaint - Airfreshner Maintenance	No		27/10/2021	2	No	
WO0006226	SM		BathBinMaint - Bathroom Bin Maintenance	No		27/10/2021	2	No	
WO0006225	SM		WS - Weekly Service	No		26/10/2021	2	No	

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