

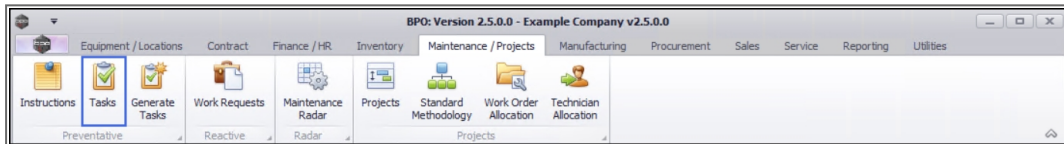
We are currently updating our site; thank you for your patience.

MAINTENANCE

TASKS – GENERATION METHODOLOGY

(Task Interval/Schedule Definition)

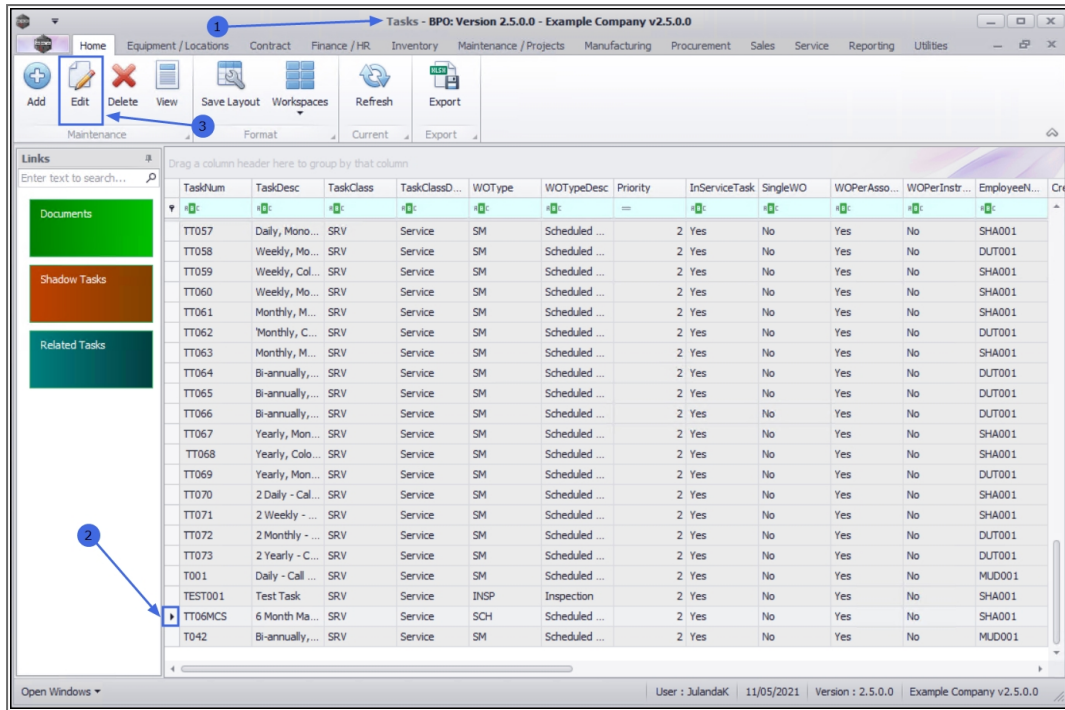
Ribbon Access: Maintenance / Projects > Tasks



1. The **Tasks** listing screen will be displayed.
2. Click on the **row** of the task you wish to create a schedule definition for.
3. Click on **Edit**.



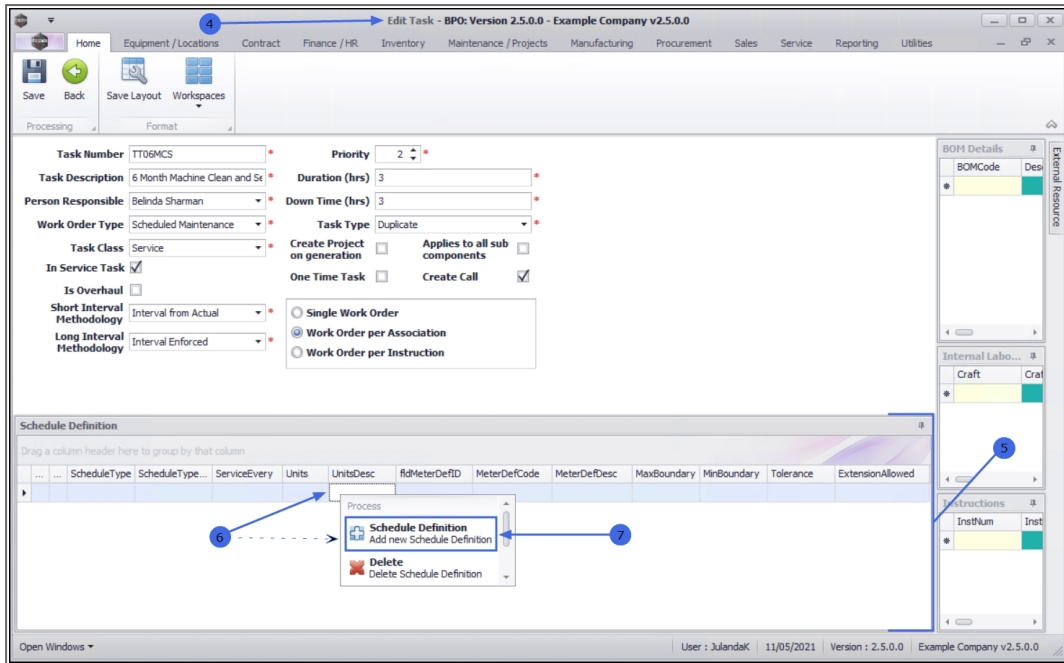
Short cut key: Right click to display the **All groups** menu list. Click on **Edit**.



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

ADD SCHEDULE DEFINITION

5. **Expand** the Schedule Definition panel until all the columns can be viewed. This will make it easier to work with.
6. **Right click** anywhere in the new row to display the **Process** menu list.
7. Click on **Schedule Definition - Add new Schedule Definition**.

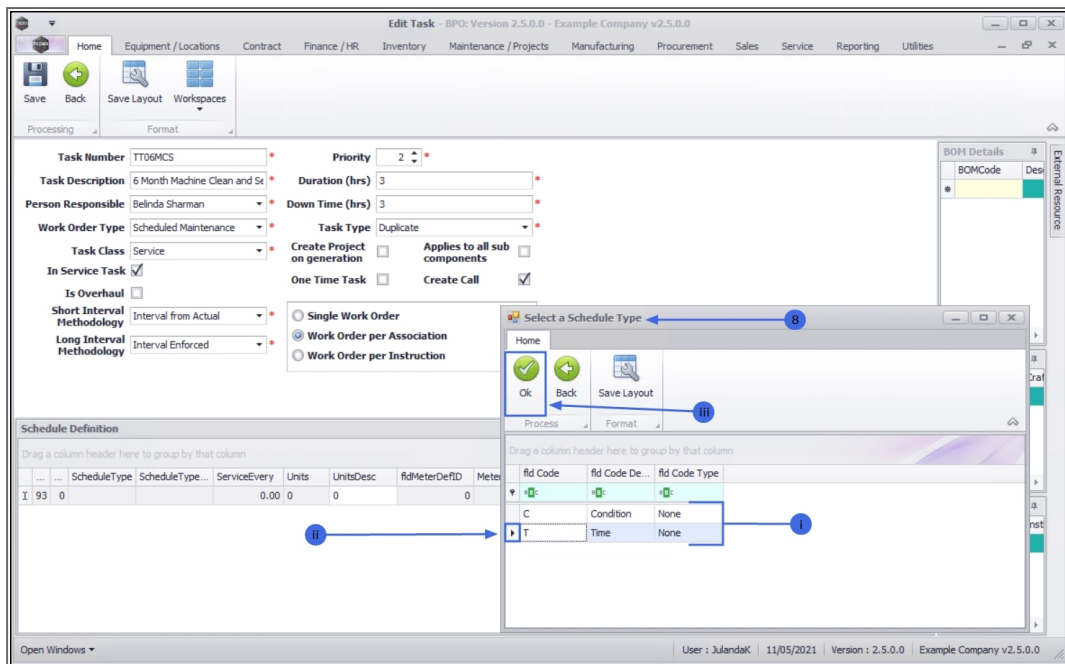


TIME BASED SCHEDULE

8. The **Select a Schedule Type** screen will be displayed.
 - i. There are **two** interval types available;
 - **Time Based Schedule**¹
 - **Condition Based Schedule**²
 - ii. Click on the **row** of the **Time Based Schedule** type as this is the definition being created for the task.
 - iii. Click on **OK**.

¹The Time Based Schedule refers to days, weeks, months and years

²The Condition Based Schedule refers to a meter definition based schedule, e.g. copies made

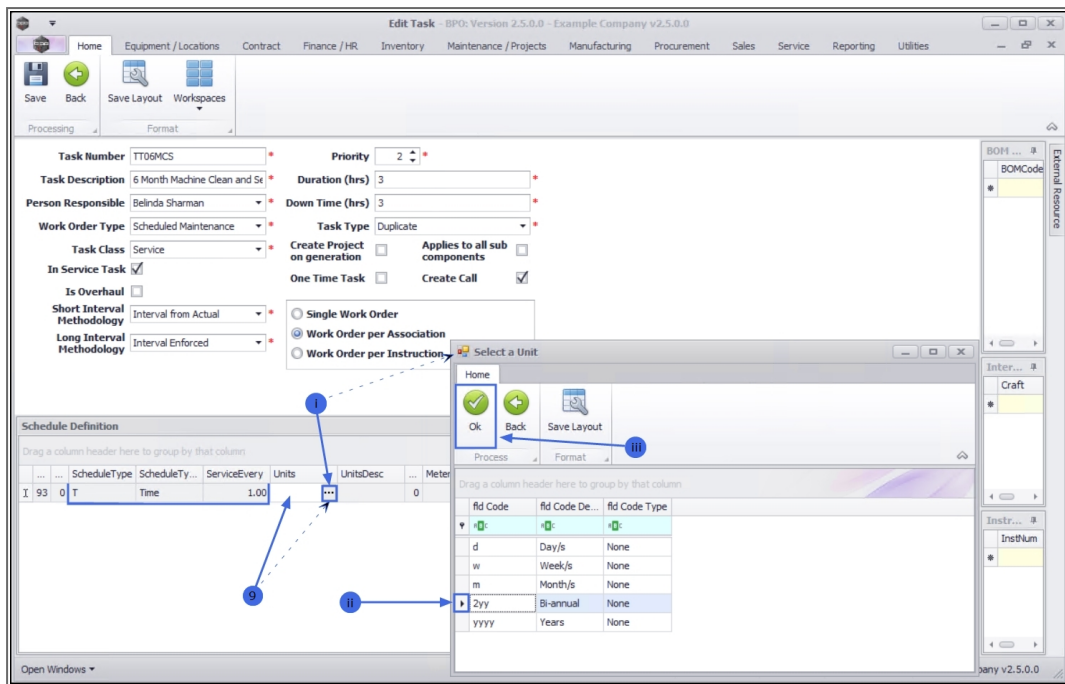


- **Schedule Type:** This field is populated with the schedule type code you have selected.
- **Schedule Type Desc:** This field is populated with the schedule type description you have selected.
- **Service Every:** Click in the text box and **type** in or use the **arrow** indicators to select the **service performance interval**¹.

Add the Units

9. Click in the **Units** text box to display the **ellipsis** button.
 - i. Click on this button to display the **Select a Unit** screen.
 - ii. Click on the **row** of the unit code that you wish to link to this schedule definition.
 - iii. Click on **OK**.

¹This interval depends on the schedule type, e.g. 6 for 6 months for a Time Schedule Type or 5000 for 5000 mono/colour copies for a Condition Schedule Type



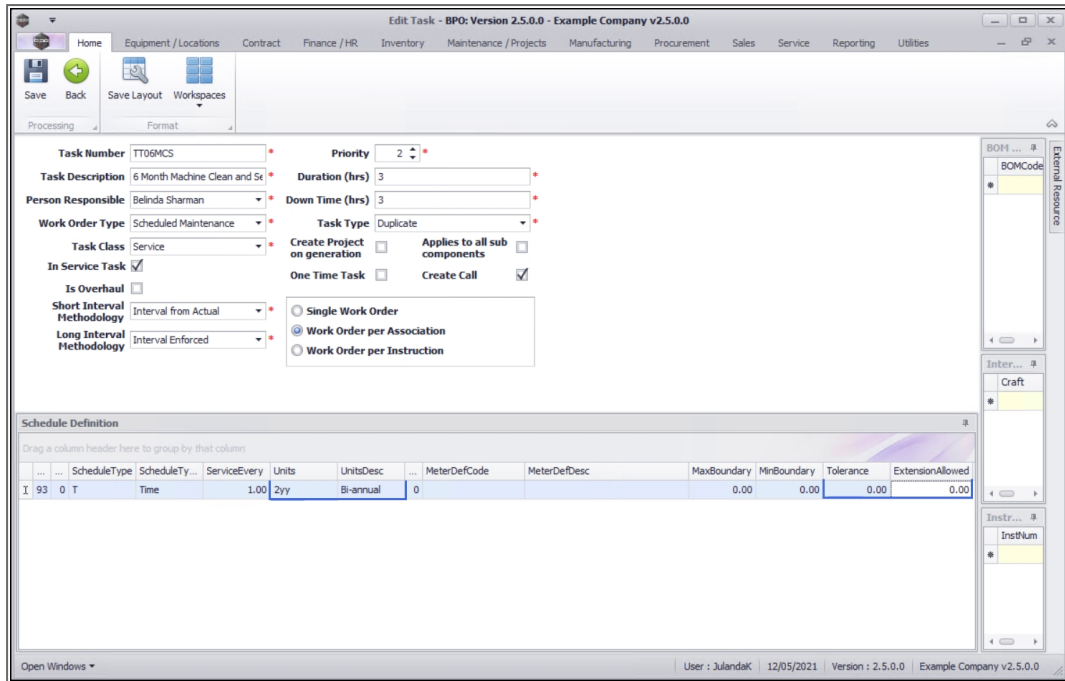
- **Units:** The text box will be populated with the unit code you have selected.
- **Unit Desc:** The text box will be populated with the unit code description you have selected.



Note: The Meter Definition Code, Meter Definition Desc, Max Boundary and Min Boundary text boxes are not required when setting up the time schedule definition, but will be required when setting up the Condition schedule type definition.

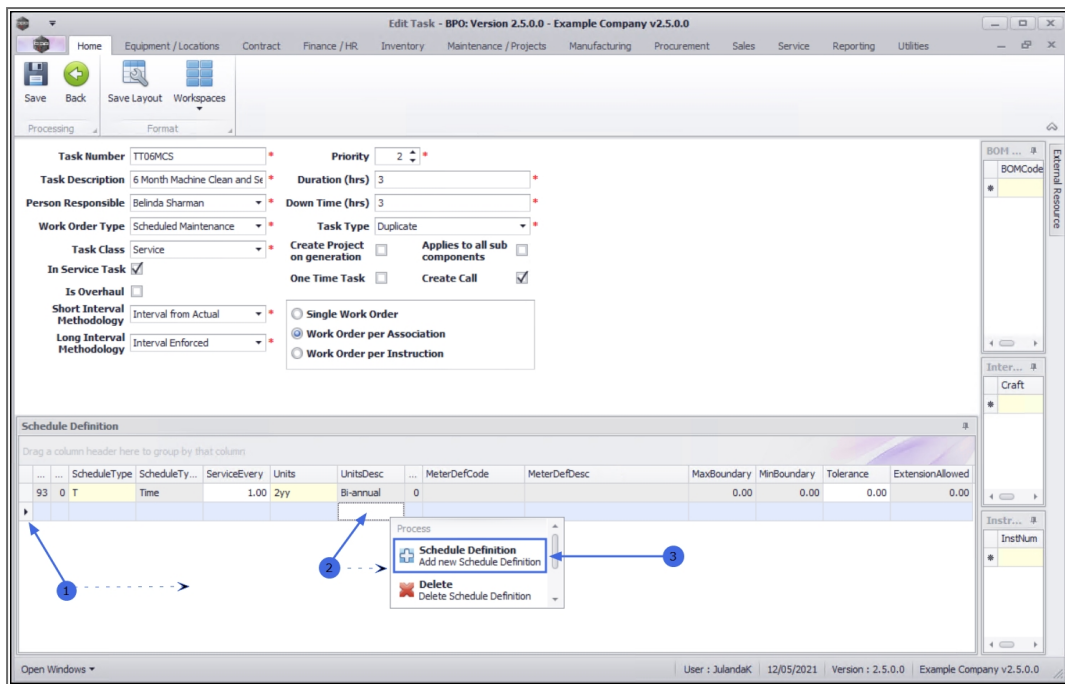
- **Tolerance:** Click in the text box and **type** or use the **arrow** indicators to select the tolerance in which the task can be performed in, without affecting the next due execution point, if applicable.
- **Extension Allowed:** Click in the text box and **type** or use the **arrow** indicators to select the extension allowed for the task to be performed, if applicable.

The **Time schedule definition** has now been completed for this task.



CONDITION SCHEDULE DEFINITION

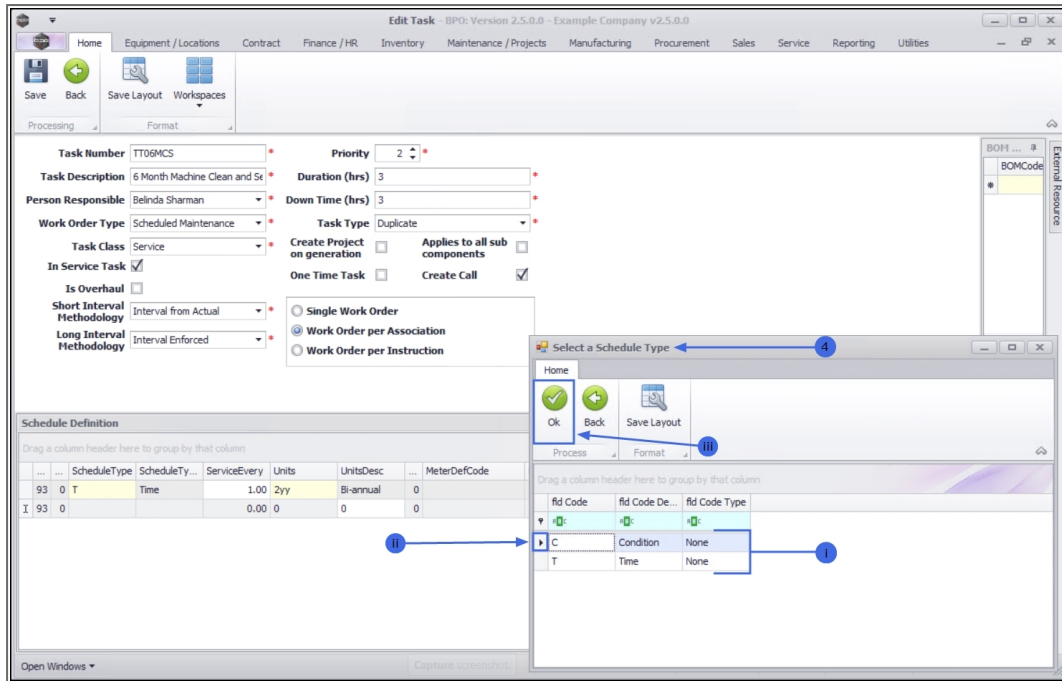
1. Click anywhere in the Schedule Definition grid area to open a **new row**.
2. **Right click** anywhere in the **new row** to display the **Process** menu.
3. Click on the **Schedule Definition - Add new Schedule Definition**.



4. The **Select a Schedule Type** screen will be displayed.
 - i. There are **two** interval types available;
 - **Time Based Schedule¹**
 - **Condition Based Schedule²**
 - ii. Click on the **row** of the **Condition** Based Schedule as this is the definition being created for the task.
 - iii. Click on **OK**.

¹The Time Based Schedule refers to days, weeks, months and years

²The Condition Based Schedule refers to a meter definition based schedule, e.g. copies made



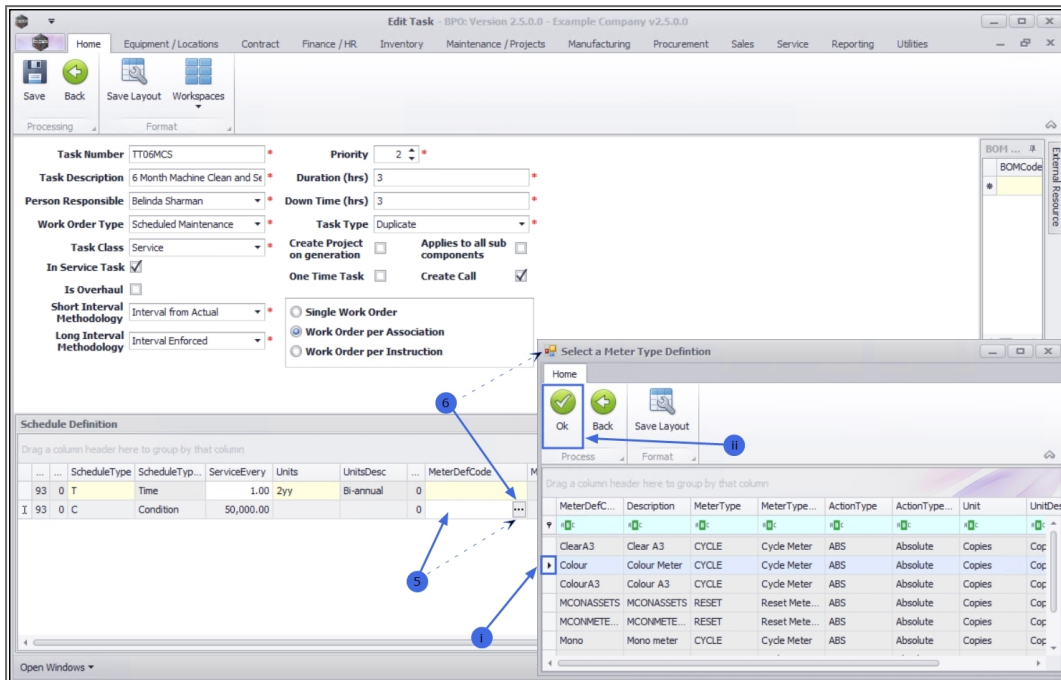
- **Schedule Type:** This field is populated with the schedule type code you have selected.
- **Schedule Type Desc:** This field is populated with the schedule type description you have selected.
- **Service Every:** Click in the text box and **type** or use the **arrow** indicators to select the **service performance interval**¹.

Add the Meter Code

5. Click in the **Meter Definition Code** text box to display the **ellipsis** button.
6. Click on this button to display the **Select a Meter Type Definition** screen.

¹This interval depends on the schedule type, e.g. 6 for 6 months for a Time Schedule Type or 5000 for 5000 mono/colour copies for a Condition Schedule Type

- i. Click on the **row** of the meter definition that you wish to link to this schedule definition.
- ii. Click on **OK**.



- **Units:** This text box will be populated with the meter type units you have selected.
- **Units Description:** This text box will be populated with the meter type description you have selected
- **Meter Definition Code:** This text box will be populated with the meter type definition you have selected.
- **Meter Definition Desc:** This text box will be populated with the meter type definition description you have selected.
- **Tolerance:** Click in the text box and **type** or use the **arrow** indicators to select the tolerance in which the task can be performed in, without affecting the next due execution point, if applicable.

- **Extension Allowed:** Click in the text box and **type** or use the **arrow** indicators to select the extension allowed for the task to be performed, if applicable.

SAVE DEFINITION DETAILS

7. When you have finished linking the definition details, click on **Save**.

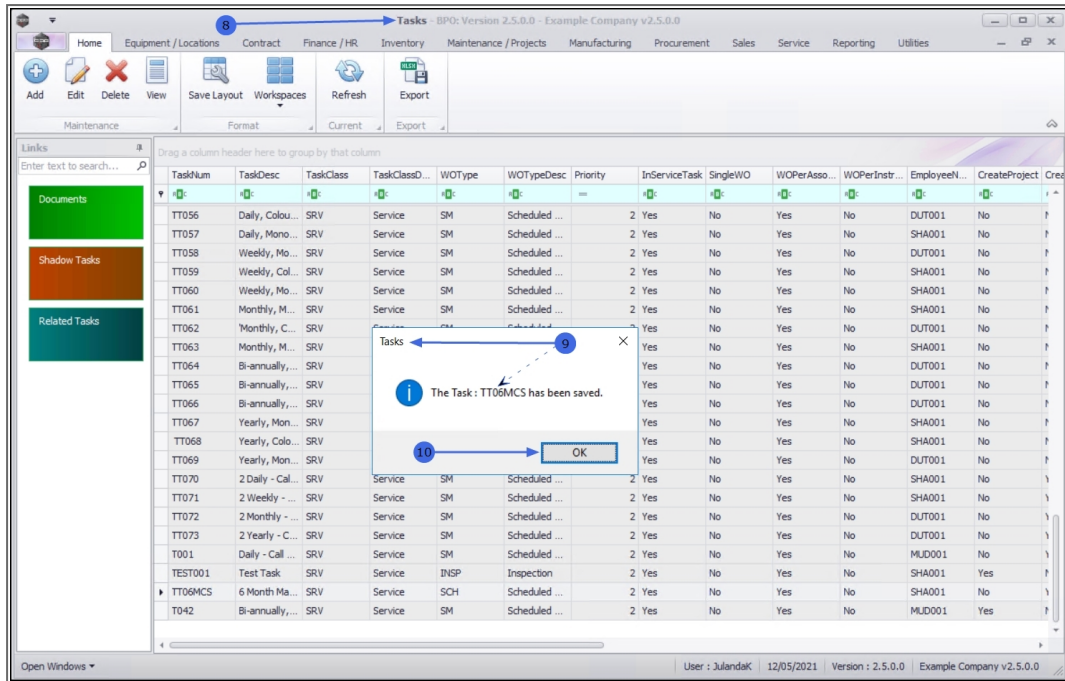
The screenshot shows the 'Edit Task' window for 'BPO: Version 2.5.0.0 - Example Company v2.5.0.0'. The 'Save' button in the top-left toolbar is highlighted with a blue arrow and the number 7. The task details are as follows:

- Task Number:** TT06MCS
- Task Description:** 6 Month Machine Clean and St...
- Person Responsible:** Belinda Sharman
- Work Order Type:** Scheduled Maintenance
- Task Class:** Service
- In Service Task:**
- Is Overhaul:**
- Short Interval Methodology:** Interval from Actual
- Long Interval Methodology:** Interval Enforced
- Priority:** 2
- Duration (hrs):** 3
- Down Time (hrs):** 3
- Task Type:** Duplicate
- Create Project on generation:**
- Applies to all sub components:**
- One Time Task:**
- Create Call:**
- Work Order Methodology:** Work Order per Association

The 'Schedule Definition' table below shows two entries:

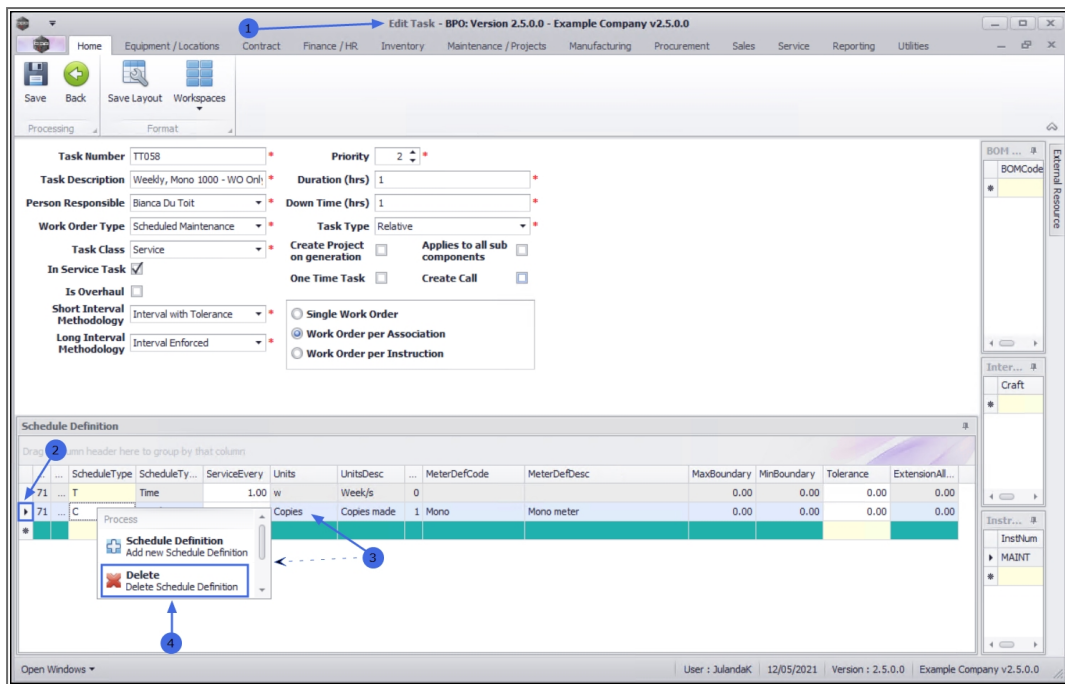
...	...	ScheduleType	ScheduleTyp...	ServiceEvery	Units	UnitsDesc	...	MeterDefCode	MeterDefDesc	MaxBoundary	MinBoundary	Tolerance	ExtensionAllowed
93	0	T	Time	1.00	2yy	Bi-annual	0			0.00	0.00	0.00	0.00
93	0	C	Condition	50,000.00	Copies	Copies made	2	Colour	Colour Meter	0.00	0.00	0.00	0.00

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**.



REMOVE A SCHEDULED DEFINITION FROM A TASK

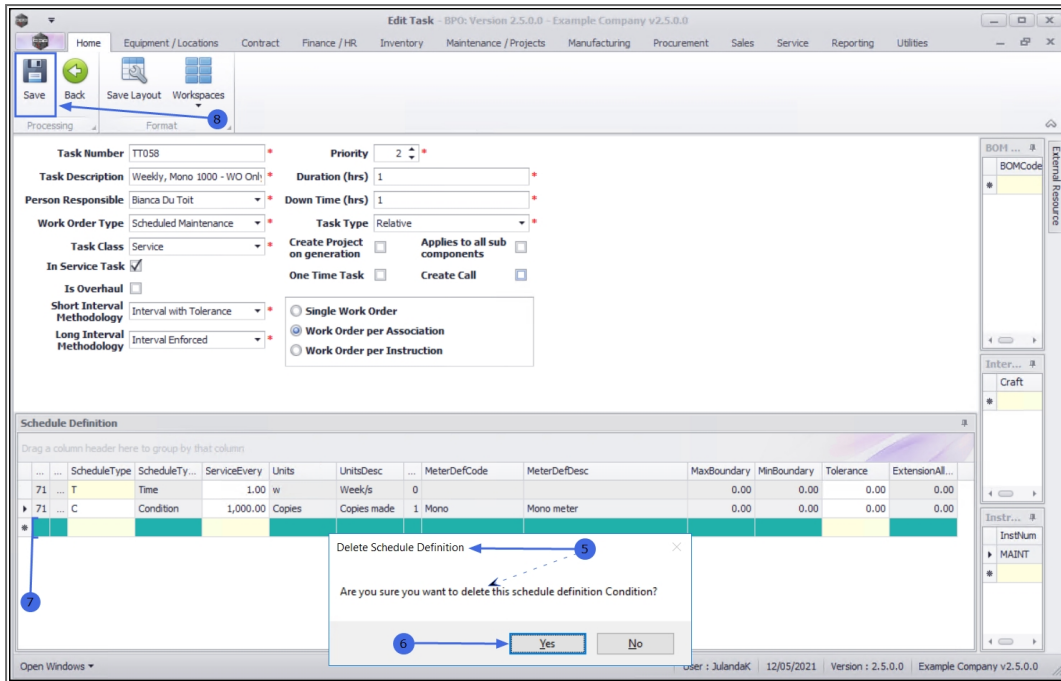
1. From the **Edit Task** screen,
2. Click on the **row** of the schedule definition you wish to remove from the task.
3. **Right click** anywhere in the row to display the **Process** screen.
4. Select **Delete** - Delete Schedule Definition.



5. When you receive the **Delete Schedule Definition** message to confirm;
 - **Are you sure you want to delete this schedule definition Condition?**
6. Click on **Yes** if you are certain about your selection or,
 - Click on **No** to ignore the request and to leave the schedule definition linked to the task.
7. The schedule definition will be removed from the Task.

SAVE THE SCHEDULE DEFINITION

8. Click on **Save**.

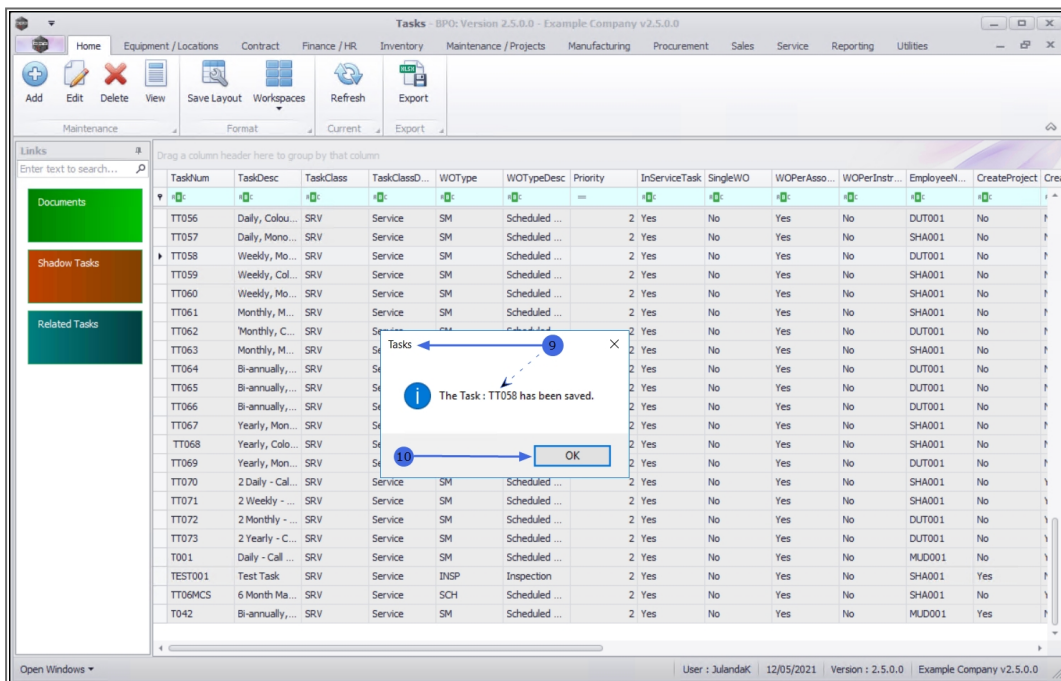


9. You will return to the **Tasks** list screen.

10. When you receive the **Task** message to confirm that;

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

11. Click on **OK**.



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