

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

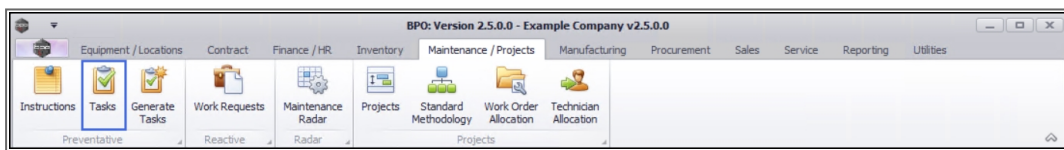
MAINTENANCE

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. This gives you the ability to see which crafts and how many labour hours are required for the Task to be completed. This will be noted on the Required Crafts section of the work order when the Task is generated.

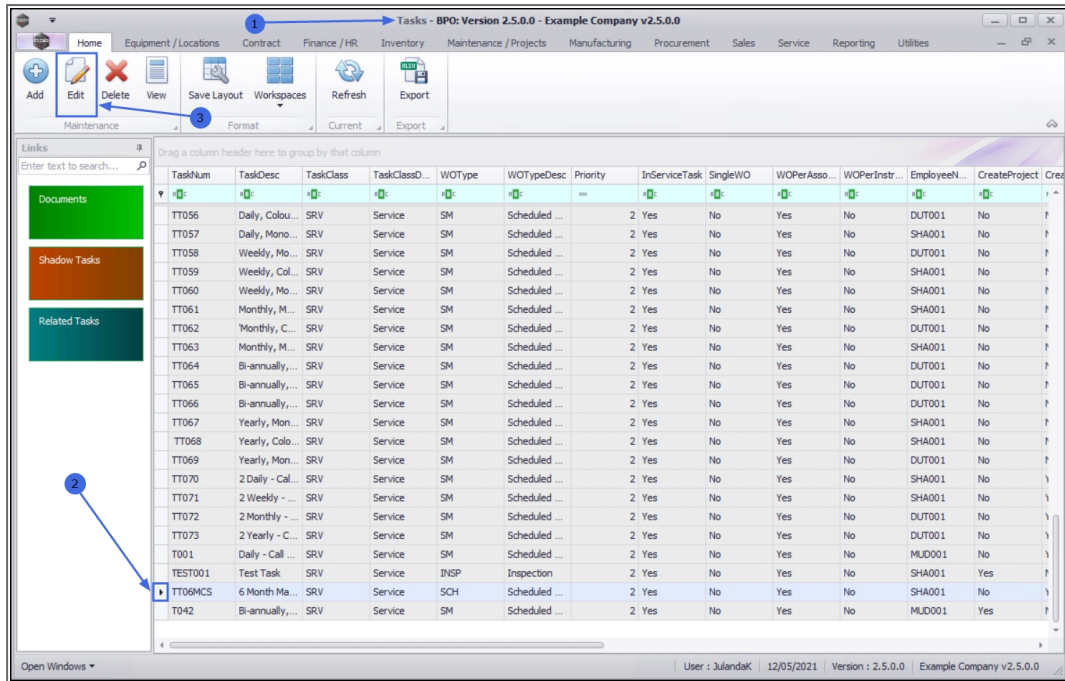
Ribbon Access: Maintenance / Projects > Tasks



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



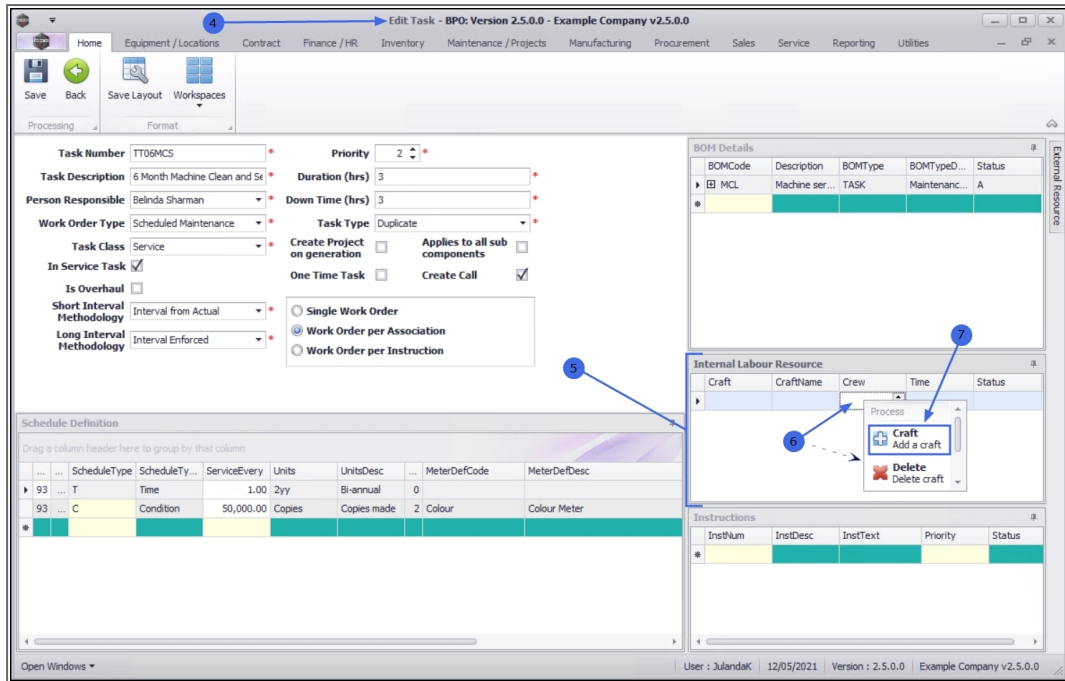
Short cut key: Right click to display the **Process** menu list. Click on **Edit**.



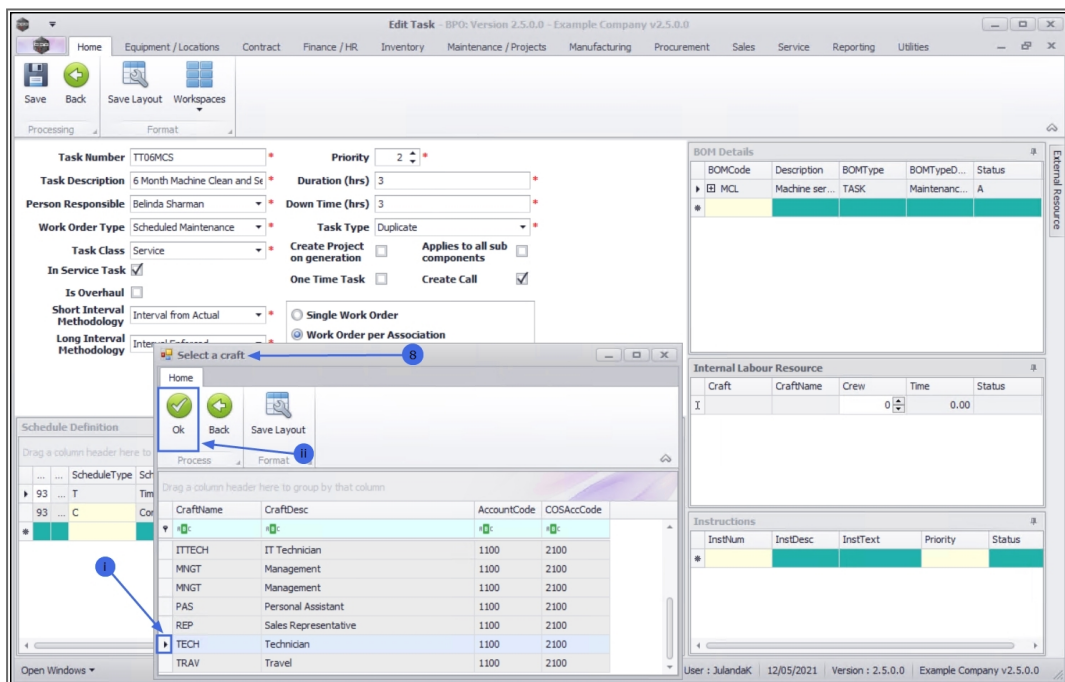
- The **Edit Task** screen will be displayed.

ADD CRAFT DETAILS TO TASK

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



- 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**.



- 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 (in hours) that will be required by the internal labour resource to complete the task.



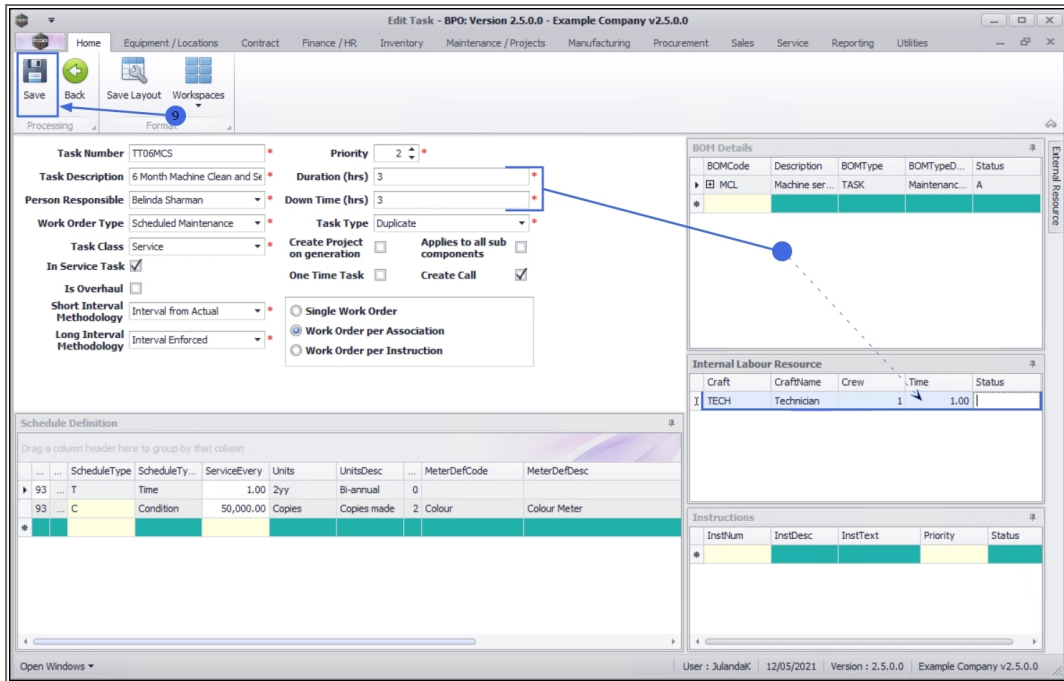
Note 1: The Internal Labour Resource time can be the same as, or less than, the total task Duration time. If this is more than, then you will need to adjust the Duration time to make provision for extended Internal Labour Resource time.



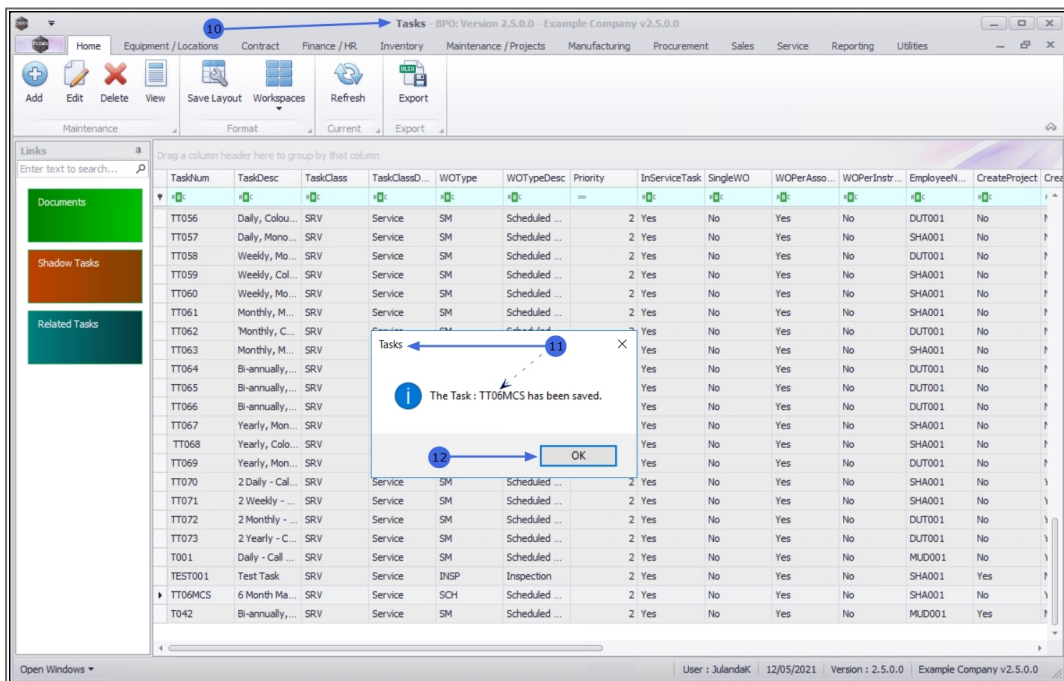
Note 2: You will also need to adjust the Down Time (the time in hours) that an item will be out of use due to a service / maintenance being carried out.

SAVE THE CRAFT DETAILS

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



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



VIEW THE STATUS

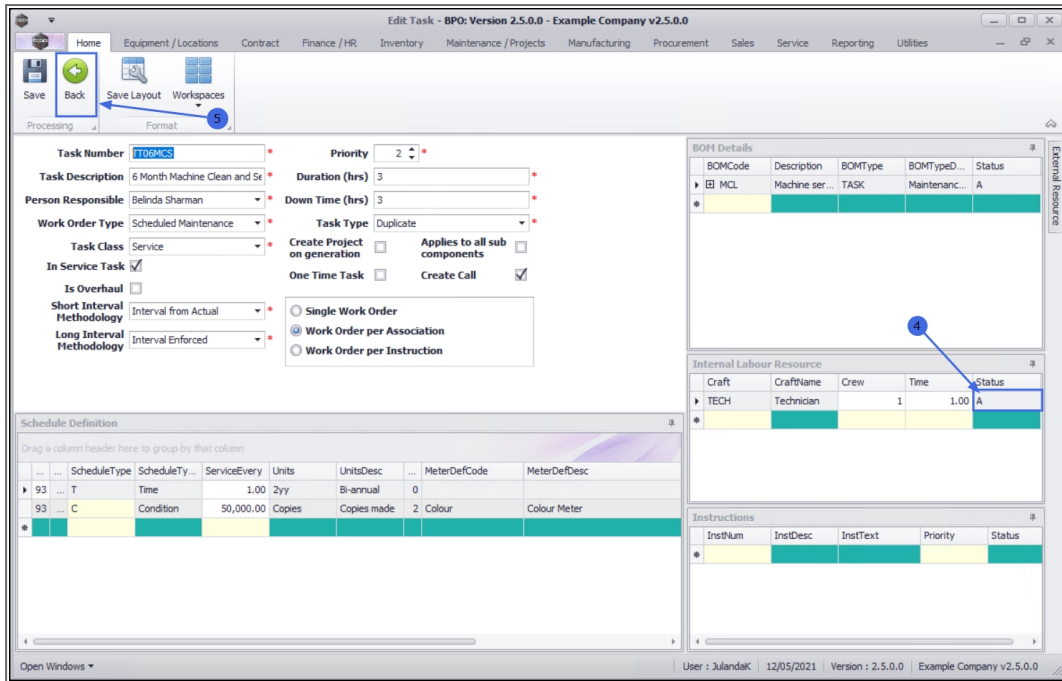
- From the **Tasks** list screen -
- Click in the **row** of the Task you wish to view the status of.
- Click on **Edit** to take you back to the **Edit Task** screen.



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

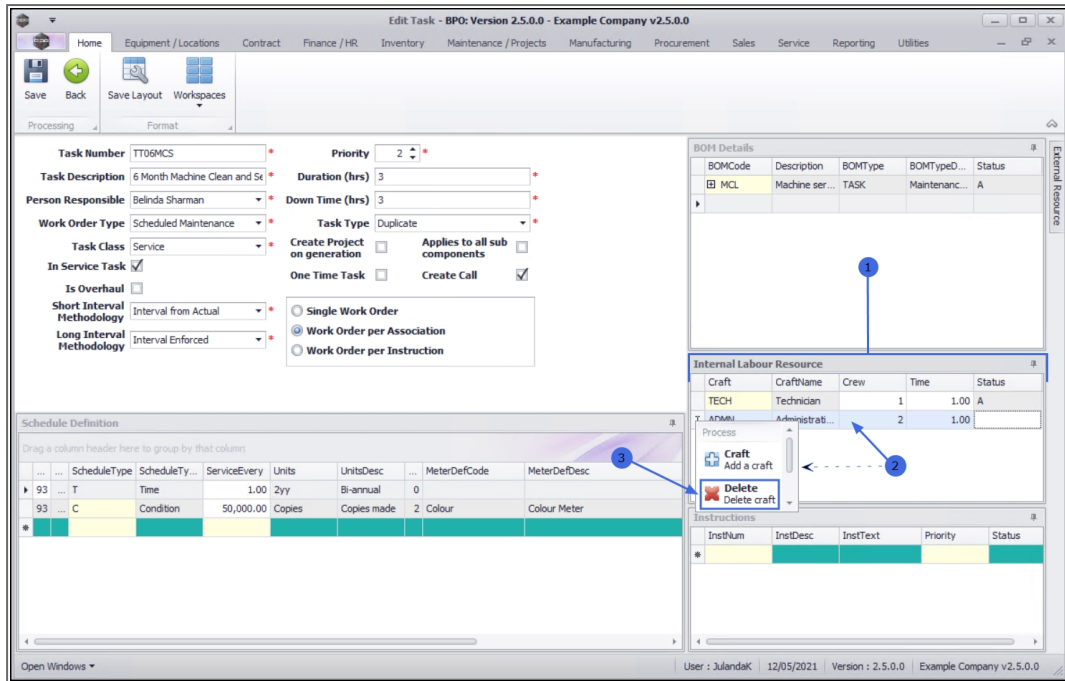
TaskNum	TaskDesc	TaskClass	TaskClassD...	WOType	WOTypeDesc	Priority	InServiceTask	SingleWO	WOPerAsso...	WOPerInstr...	EmployeeN...	CreateProject	Cre...
TT056	Daily, Colou...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	DUT001	No	?
TT057	Daily, Mono...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001	No	?
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	?
TT061	Monthly, M...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001	No	?
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	?
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	?
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	?

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

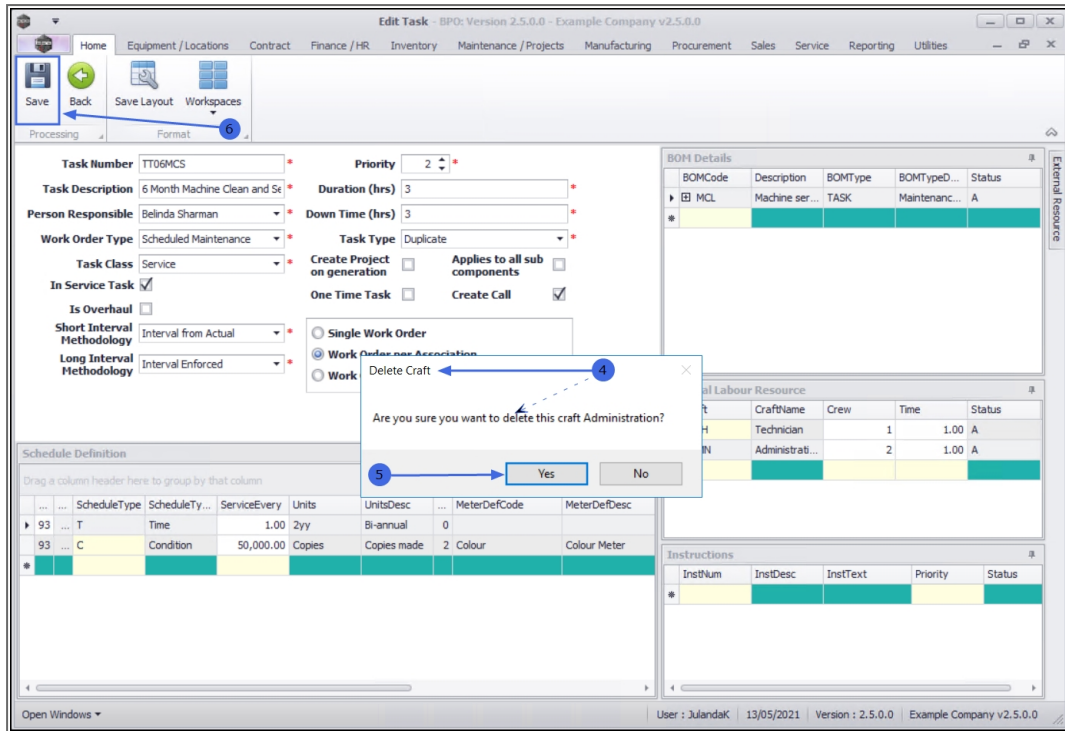


REMOVE A CRAFT

- 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.
- Select **Delete** - Delete Craft.



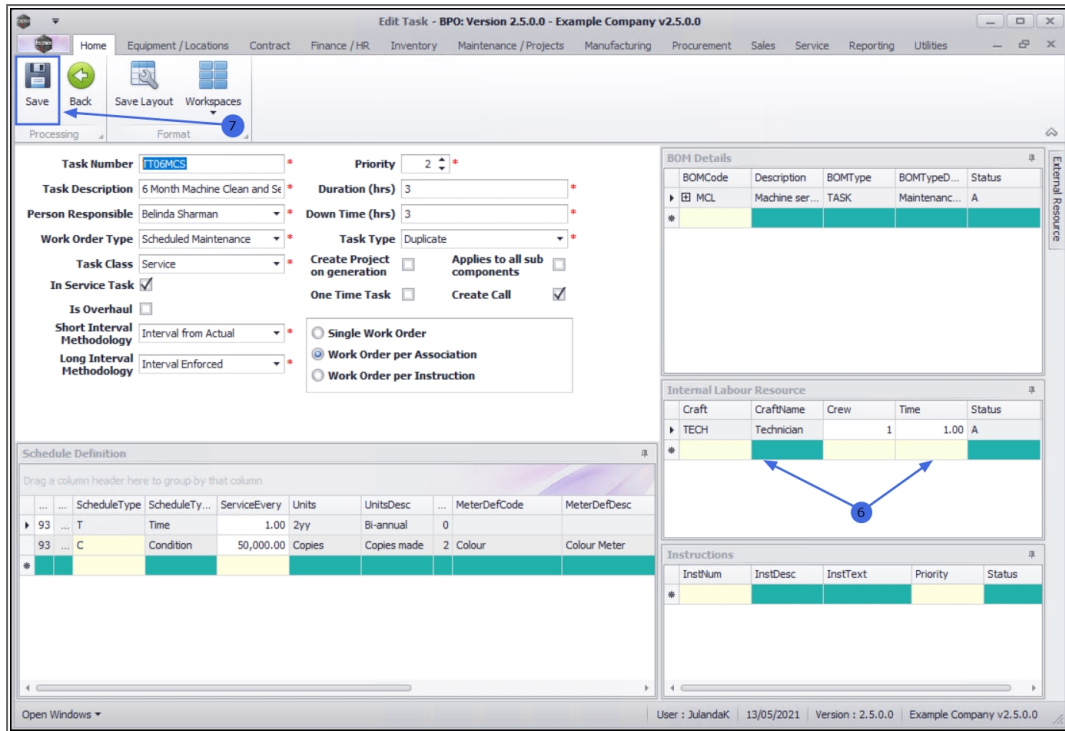
- When you receive the **Delete Craft** message to confirm -
- **Are you sure you want to delete this Craft []?**
- Click on **Yes** if you are certain about your selection, or
- Click on **No** to ignore the request and leave the Craft assigned to the Task.



- The Craft has been removed from the Internal Labour Resource grid.

SAVE THE DETAILS

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



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

The screenshot displays the 'Tasks' module in the CO3 software. The interface includes a top navigation bar with various functional areas like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below this is a toolbar with icons for Add, Edit, Delete, View, Save Layout, Workspaces, Refresh, and Export. A sidebar on the left contains 'Links' and search options, along with categories for Documents, Shadow Tasks, and Related Tasks. The main area is a data table with columns for TaskNum, TaskDesc, TaskClass, TaskClassD..., WOType, WOTypeDesc, Priority, InServiceTask, SingleWO, WOPerAsso..., WOPerInstr..., EmployeeN..., and Created. A dialog box is overlaid on the table, displaying the message 'The Task: TT06MCS has been saved.' with an 'OK' button. The status bar at the bottom shows 'User : JulandaK | 21/05/2021 | Version : 2.5.0.0 | Example Company v2.5.0.0'.

TaskNum	TaskDesc	TaskClass	TaskClassD...	WOType	WOTypeDesc	Priority	InServiceTask	SingleWO	WOPerAsso...	WOPerInstr...	EmployeeN...	Created
TT057	Daily, Mono...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001	No
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
TT061	Monthly, M...	SRV	Service	SM	Scheduled ...	2	Yes	No	Yes	No	SHA001	No
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
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
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

MNU.044.006

