

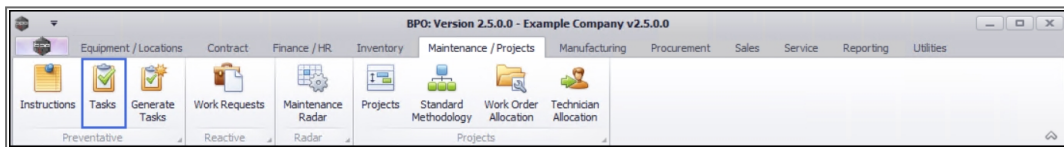
We are currently updating our site; thank you for your patience.

MAINTENANCE

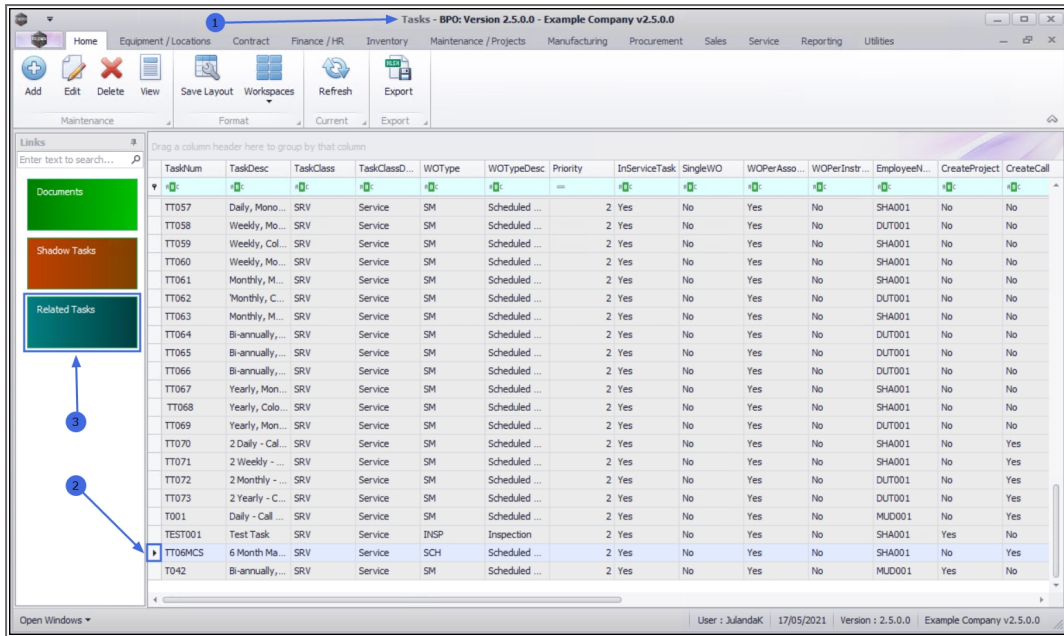
TASKS - RELATED TASKS

Related tasks are affected by the changes in the schedule of the Task they are linked to. For instance, a task may be completed **5** days later than the planned schedule, which may have been caused by a public holiday. Any related task(s) will then also be completed **5** days later.

Ribbon Access: Maintenance / Projects > Tasks



1. The **Tasks** list screen will be displayed.
2. Click on the **row** of the task you wish to link a **related task** to.
3. Click on the **Related Tasks** tile.



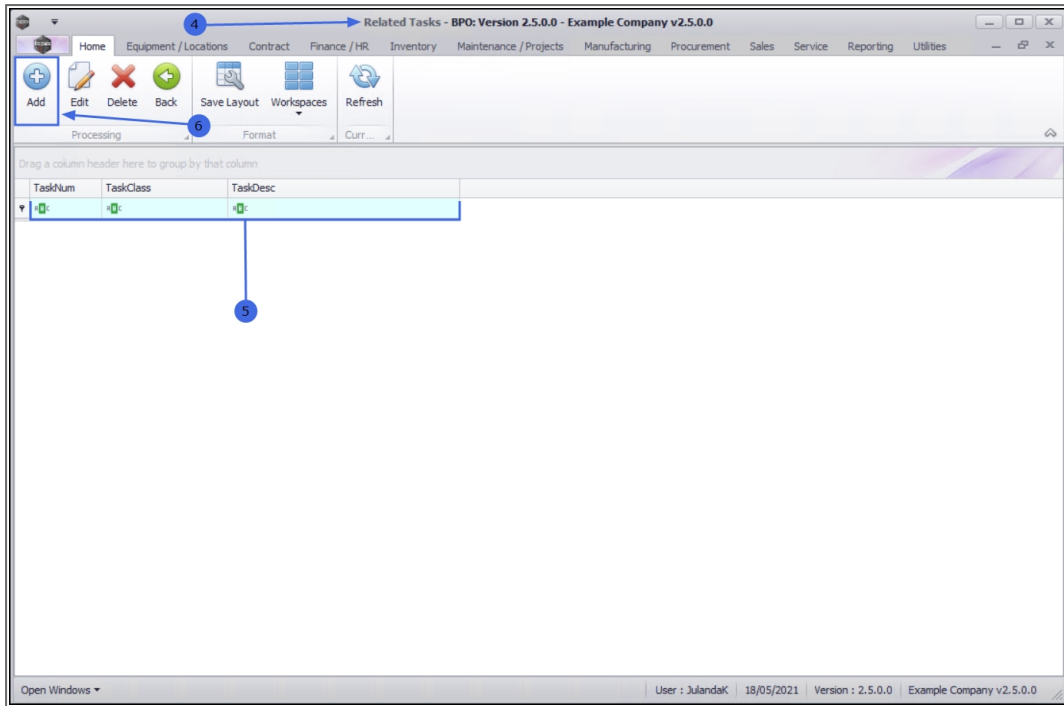
4. The **Related Task** screen will be displayed.
5. Any related tasks that have already been linked will be displayed in the data grid.

LINK A RELATED TASK

6. Click on **Add**.



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



7. The **Related Task Maintain** screen will be displayed.
8. The **left panel** lists all the tasks that you can select from.
9. The **right panel** contains the **Related Tasks** where the selected task(s) will be listed.
10. Click in the **row(s)** of the **task(s)**¹ you wish to link as a related task.
Drag and drop this task into the Related Tasks panel.
11. The selected task(s) will now be listed in the **Related Tasks** panel.
 - Continue selecting and moving tasks to the Related Tasks panel as required.

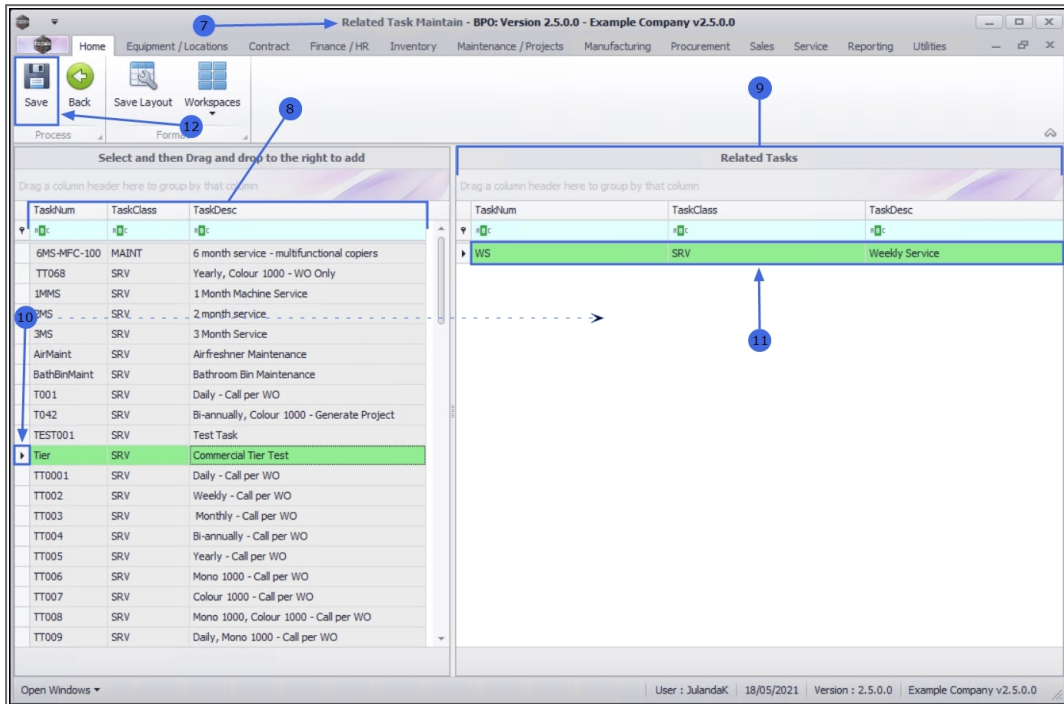


Note that you can remove a task item from the Related Task grid, by **dragging and dropping** the task back to the task list column, if it is not required.

¹To select more than one Task item, hold down the Control Key on your keyboard and click on the row of each task item that you wish to link to the task. While holding down the Control key, drag the files to the Related Tasks grid.

SAVE THE RELATED TASK(S)

12. When done, click on **Save**.

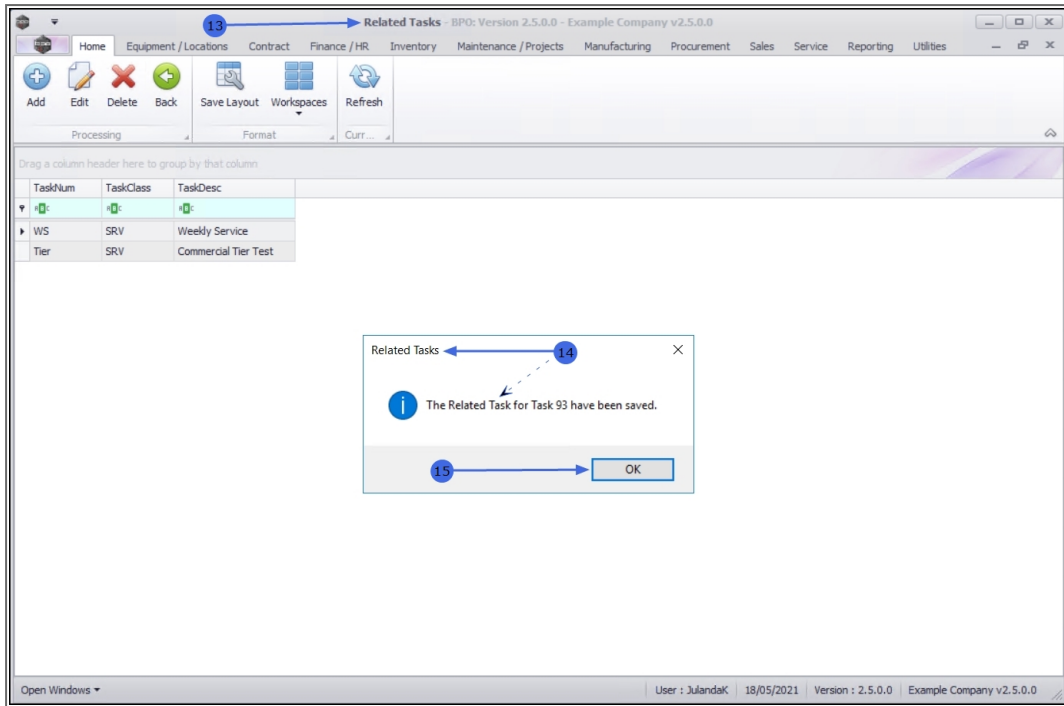


13. You will return to the **Related Tasks** screen.

14. When you receive the **Related Tasks** message to confirm that;

- **The Related Task for Task [task name] have been saved.**

15. Click on **OK**.

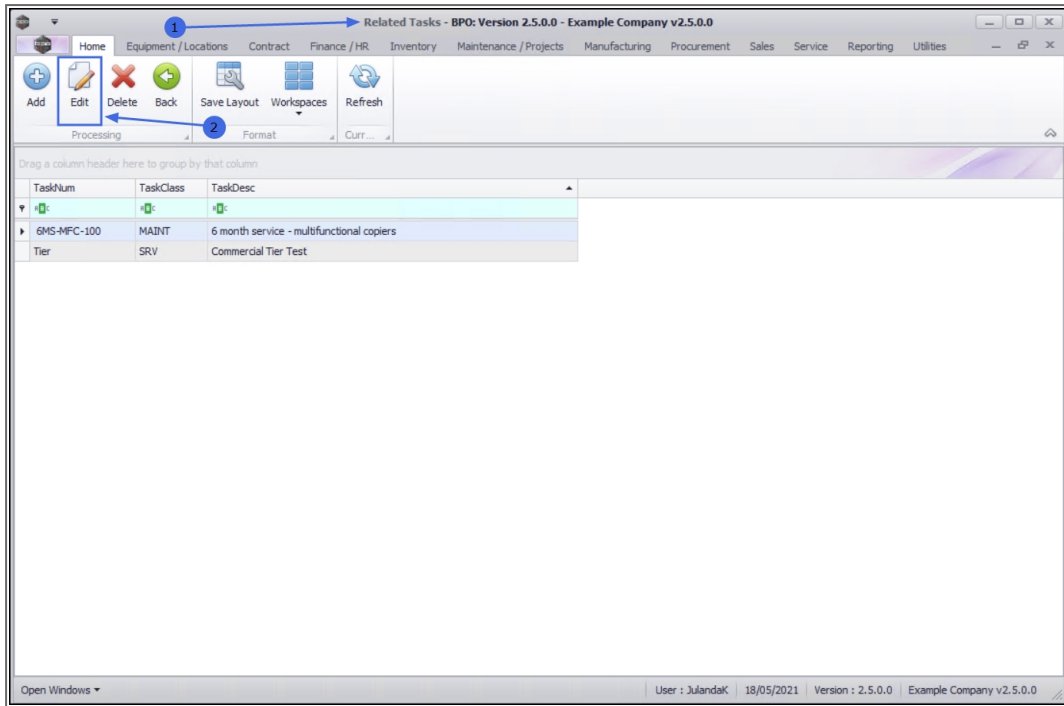


EDIT RELATED TASK

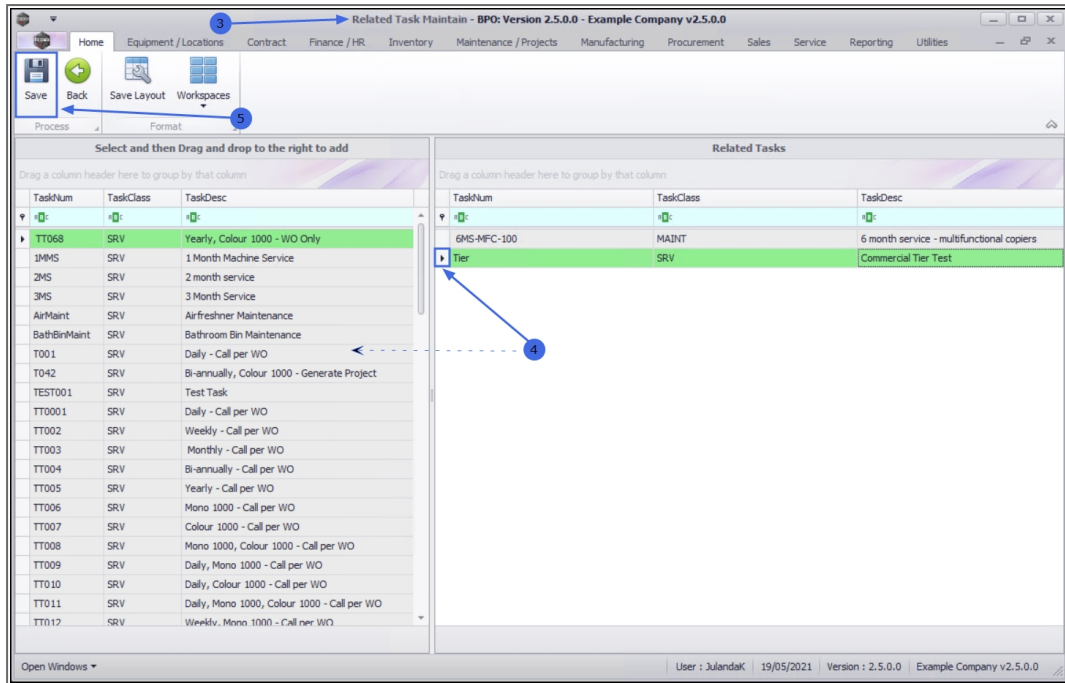
1. From the **Related Tasks** screen,
2. Click on **Edit**.



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



3. The **Related Task Maintain** screen will be displayed.
 - You can [link additional related tasks](#) to the Related Tasks panel.
4. To unlink a Related Task, click in the **row** of the task you wish to unlink and **drag and drop** the related task back to the task list.
5. When you have completed making the necessary changes to the Related Tasks, click on **Save**.



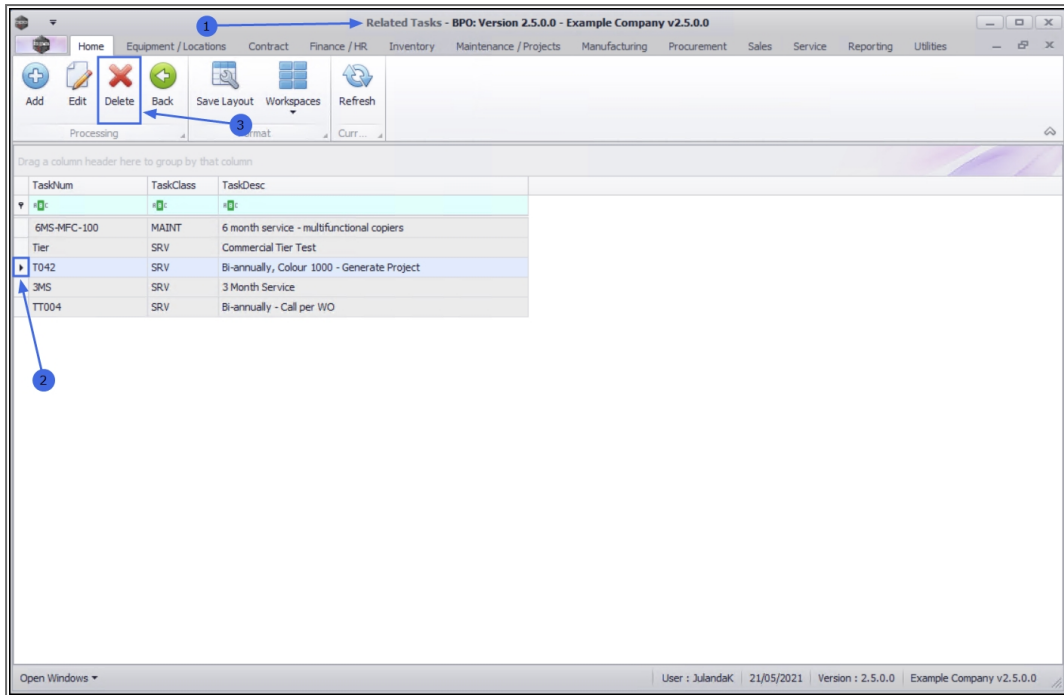
6. You will return to the **Related Tasks** screen where you can view the updated Related Tasks.

UNLINK / DELETE A RELATED TASK

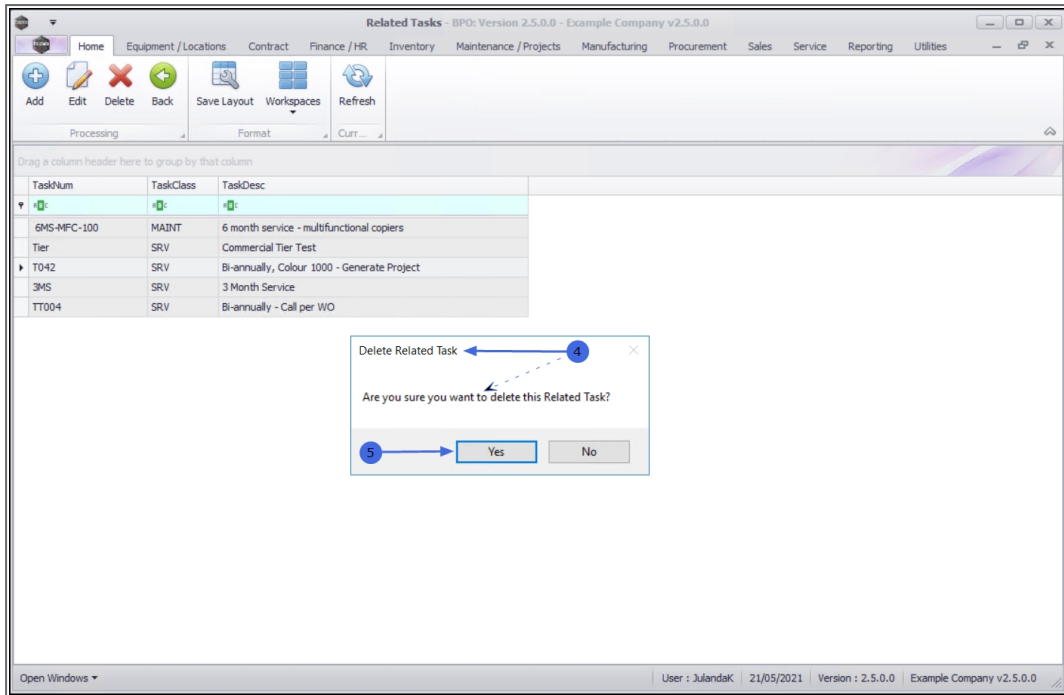
1. From the **Related Tasks** screen,
2. Click on the **row** of the related task you wish to remove from the list.
3. Click on **Delete**.



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



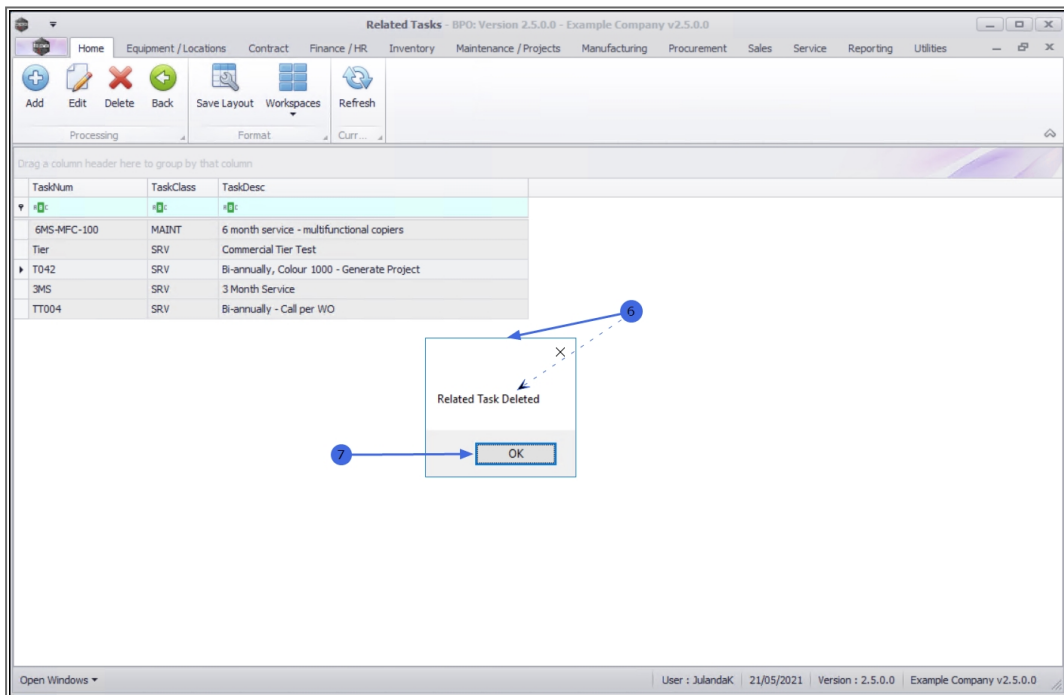
4. When you receive the **Delete Related Task** message to confirm;
 - **Are you sure you want to delete this Related Task?**
5. Click on **Yes** if you are certain about your selection, or
 - Click on **No** to ignore the request and to leave the related task linked to the task.



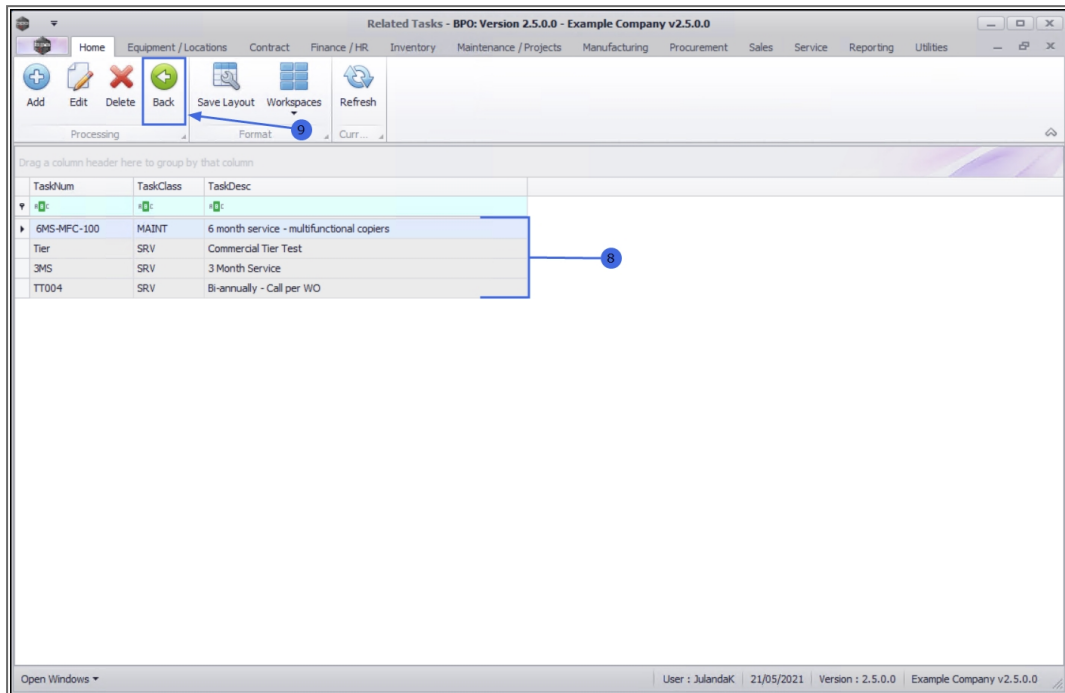
6. When you receive the message to confirm that;

- **Related Task Deleted.**

7. Click on **OK**.



8. The **Related Tasks** screen has been updated and the Task you have removed will no longer be visible in the task data grid.
9. Click on **Back** to return to the Tasks list screen.



MNU.044.010