

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

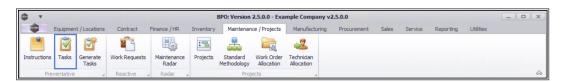
MAINTENANCE

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.



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			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	
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			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	
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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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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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