

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 gen**erated, 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.



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		SP 19-12	19-12/	/1202	Calendar		20211116	2,126.00	-2,121.00	20160121	3MS	3 Month Service	
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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.



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- 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**.



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		SP19-12	19-12/1202	Calendar		20211116	2,126.00	-2,121.00	20160121	3MS	3 Month Service	
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- 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.



Maintenance Radar - Generate Tasks

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					WO0006227	SM		AirMaint - Airfreshner Maintenance	No		27/10/2021	2	No	
Lo	ans				WO0006226	SM		BathBinMaint - Bathroom Bin Maintenance	No		27/10/2021	2	No	
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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.



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			Silver B	lirch	Calendar		20211116	20.00	-6.00	20211027	AirMaint	Airfreshner Maintenance	
			Forest	Hills	Calendar		20211116	31.00	0.00	20211016	Tier	Commercial Tier Test	
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- 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.



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- 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**.



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- 8. Work orders with the assigned scheduled tasks have been created.
- 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.



Maintenance Radar - Generate Tasks

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			• W	00006235	INST		Tier - Commercial Tier Test	No		06/11/2021	2	No	
			w	00006234	SM	CN0005296	BathBinMaint - Bathroom Bin Maintenance	No	BathBinMaint - Bathroo	05/11/2021	2	No	
Ра	irts		• W	00006233	SM		BathBinMaint - Bathroom Bin Maintenance	No		03/11/2021	2	No	
			w	00006232	SM		WS - Weekly Service	No		02/11/2021	2	No	
=			• w	00006231	SM		WS - Weekly Service	No		02/11/2021	2	No	
Lo			• W	00006230	SM		AirMaint - Airfreshner Maintenance	No		01/11/2021	2	No	
			• W	00006229	SM	CN0005295	BathBinMaint - Bathroom Bin Maintenance	No	BathBinMaint - Bathroo	29/10/2021	2	No	
			• W	00006228	SERV		1MMS - 1 Month Machine Service	No		28/10/2021	2	No	
Sv	vap Outs		• W	00006227	SM		AirMaint - Airfreshner Maintenance	No		27/10/2021	2	No	
			• W	00006226	SM		BathBinMaint - Bathroom Bin Maintenance	No		27/10/2021	2	No	
			• w	00006225	SM		WS - Weekly Service	No		26/10/2021	2	No	

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