

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

## MAINTENANCE

### TASKS – EDIT A TASK

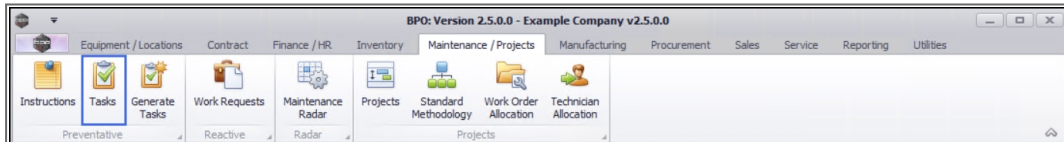
If the Company Configuration is set to **Auto Apply Task Configuration to WO**, then all required resources for the task will be created as requested on all the work orders that are created with the same **Work Order Type**. If this is the case, make sure that each task is linked to a different Work 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 cannot be used together

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**Ribbon Access:** Maintenance / Projects > Tasks

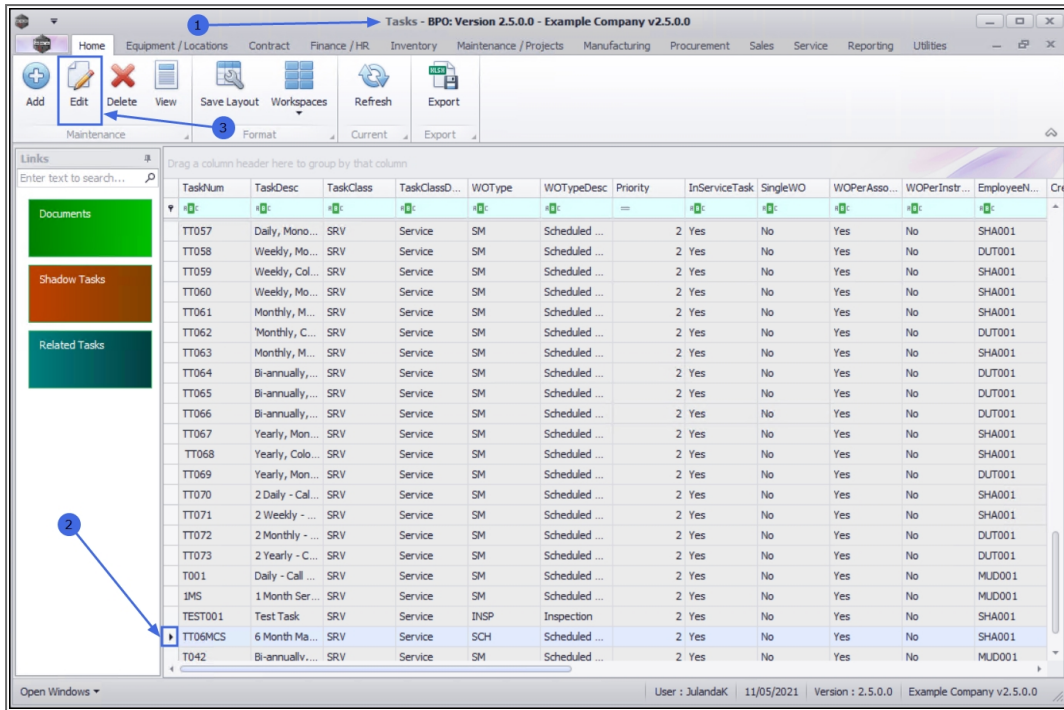
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1. The **Tasks** listing screen will be displayed.
2. Click on the **row** of the task you wish to make changes to.
3. Click on **Edit**.



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



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

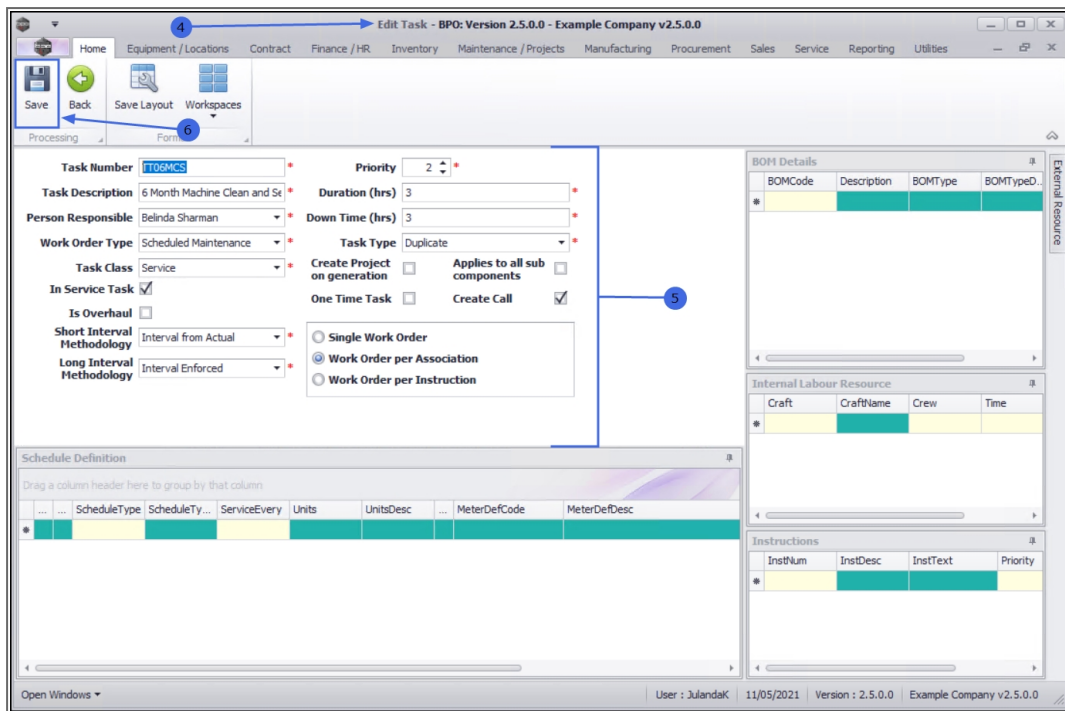
5. From this screen you can make changes to the Task details as required.

You can also:

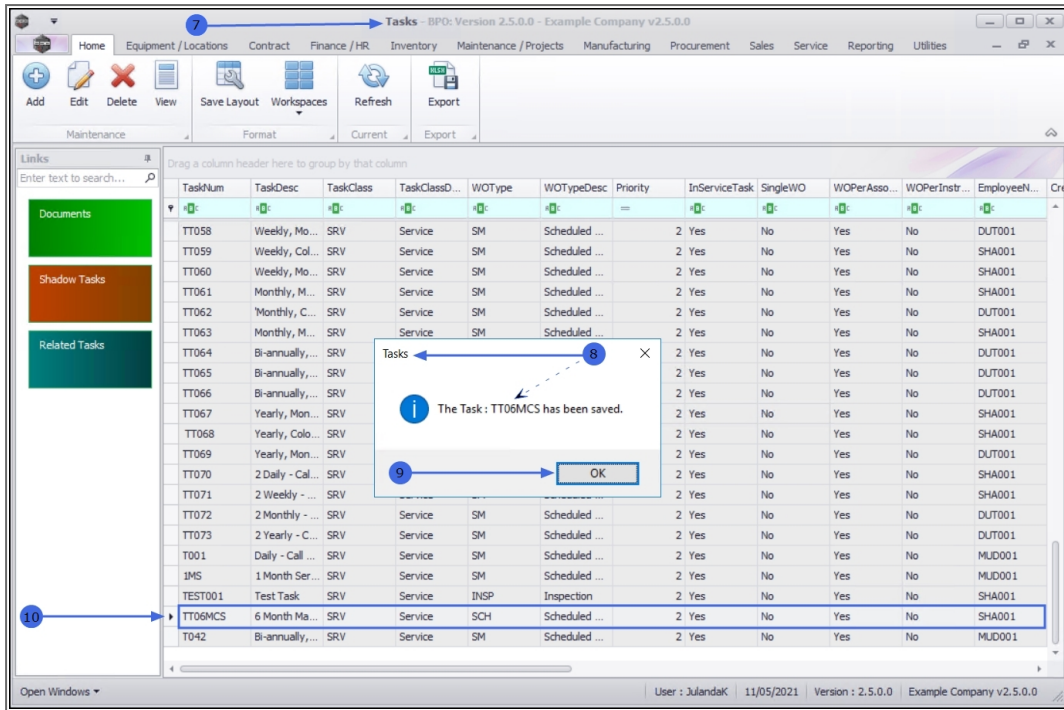
- Add a **Generation Methodology** to the task.
- Link an **Instruction** to the task. At least one instruction must be linked to the task.
- Add **BOM details, Internal Labour Resources** and **External Resources** where applicable.

## SAVE THE CHANGES

6. When you have finished making the required changes and / or adding an instruction, methodology or resources, click on **Save**.



7. You will return to the **Tasks** list screen.
8. When you receive the **Task** message to confirm that;
  - **The Task: [task number] has been saved.**
9. Click on **OK**.
10. The Task list screen has been updated with the modified task details.



## Related Topics

- [Add the Generation Methodology](#)
- [Link Instructions](#)
- [Assigning BOM Details](#)
- [Assigning Internal Labour Resources](#)
- [Add External Labour Resources](#)

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