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

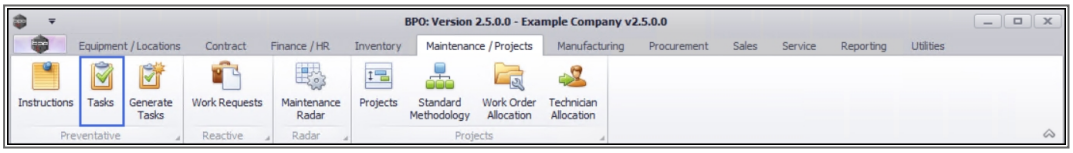
MAINTENANCE

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**.

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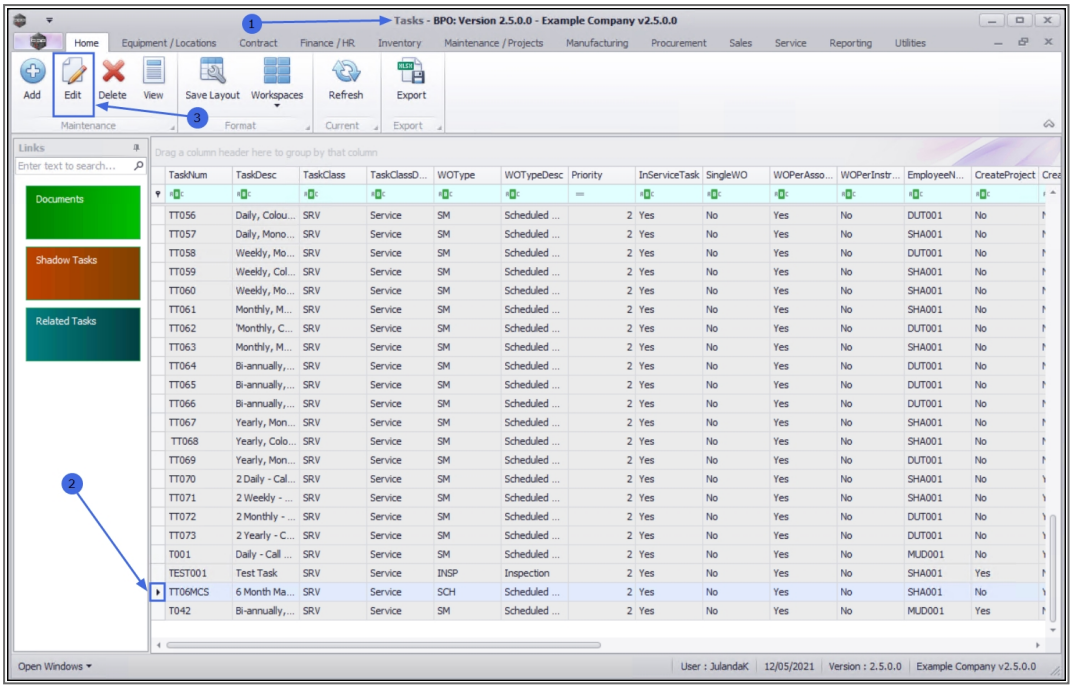

- The **Edit Task** screen will be displayed.

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.

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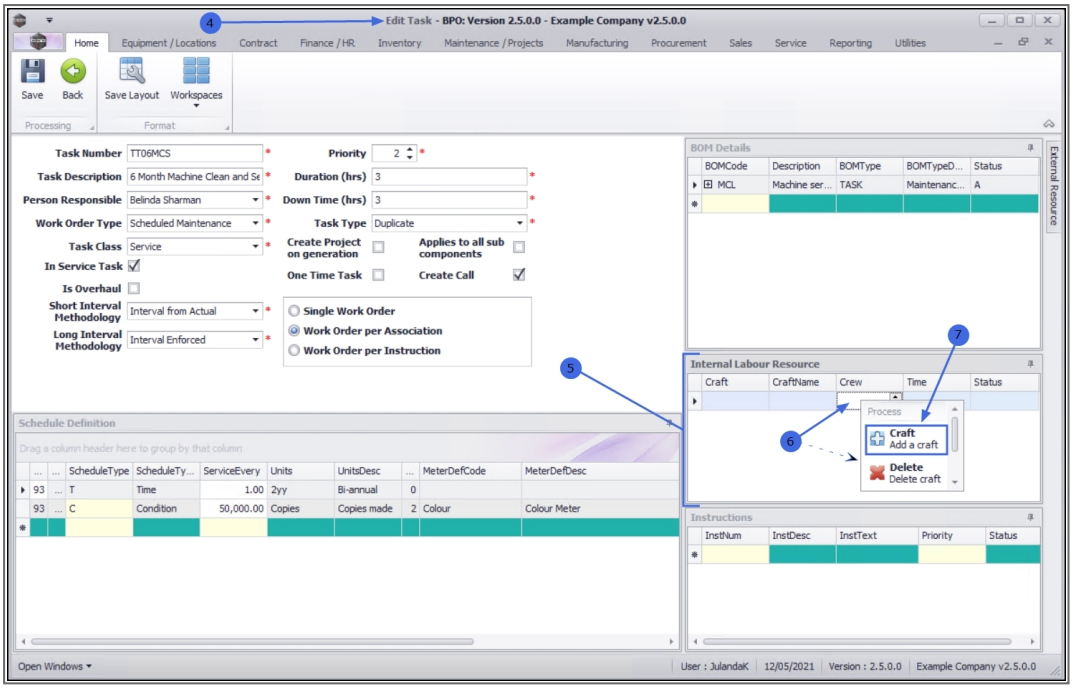
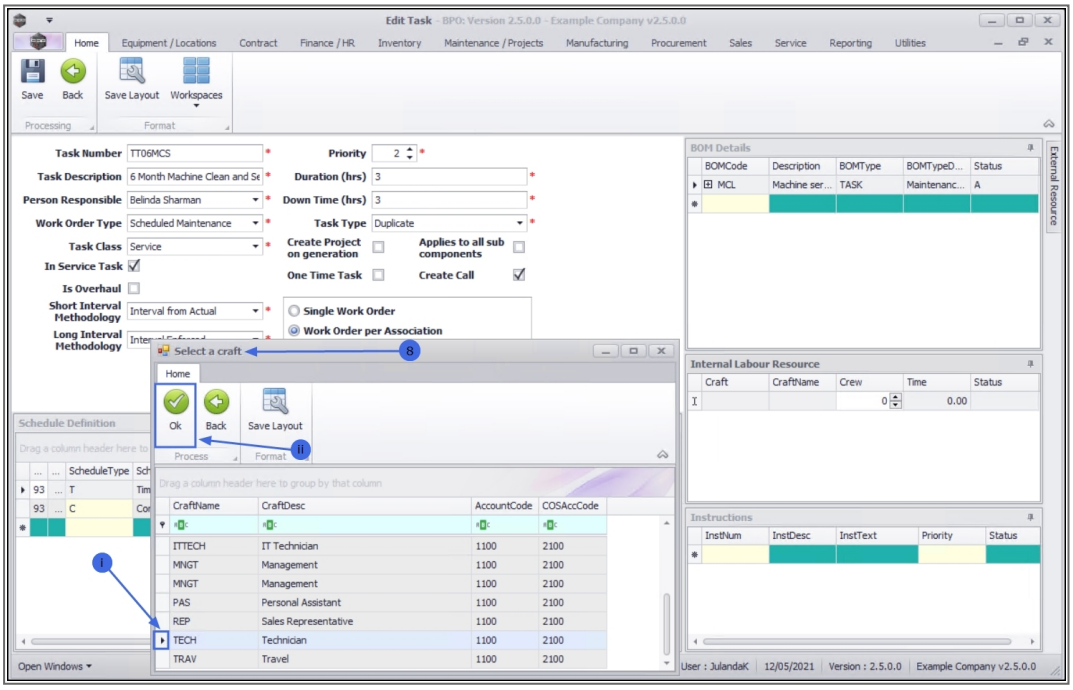


- The **Select a craft** screen will be displayed.
- Click on the **row** of the **craft** you wish to assign to this task.
- Click on **OK**.



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- 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**.

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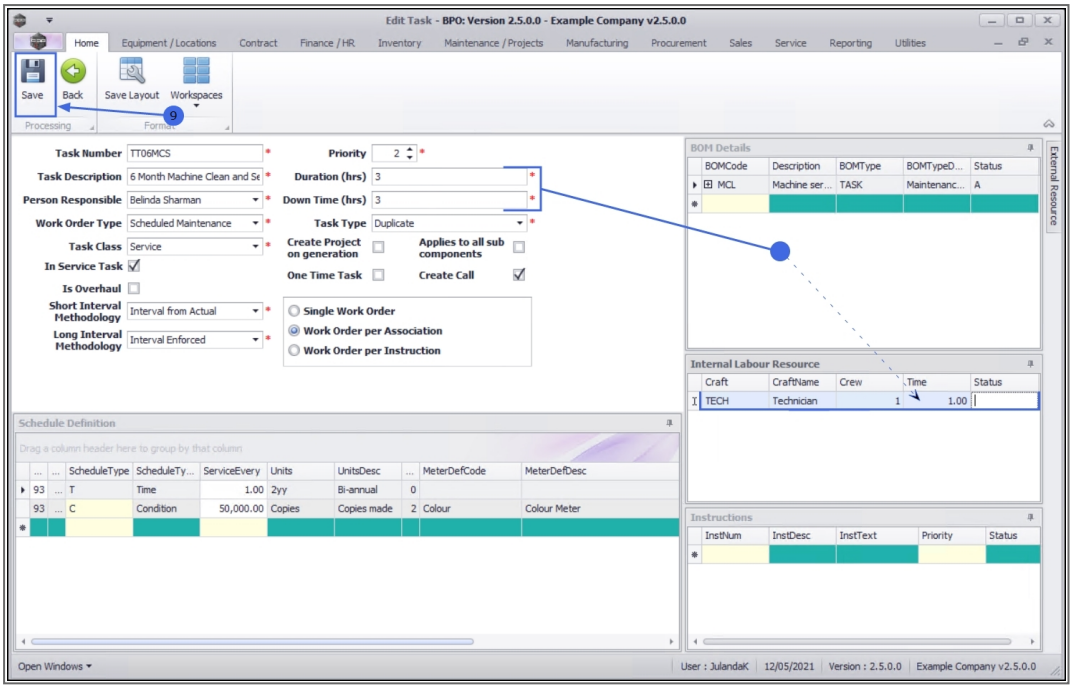
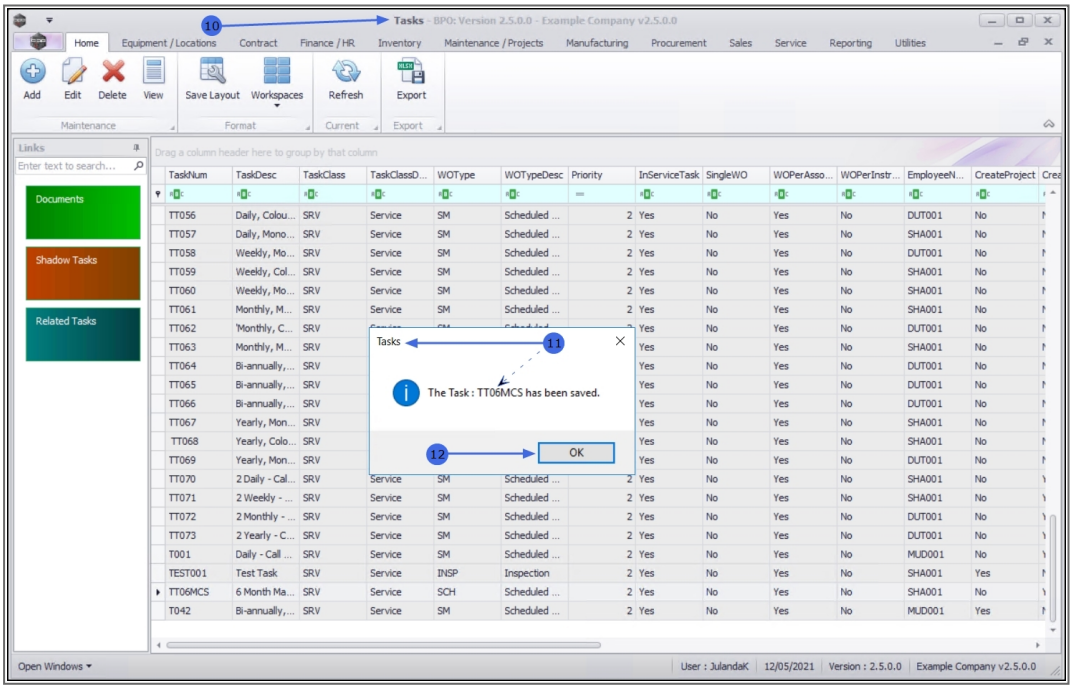


- You will return to the **Tasks** list screen.
- When you receive the **Tasks** message to confirm that -
- **The Task: [** task number **] has been saved.**
- Click on **OK**.



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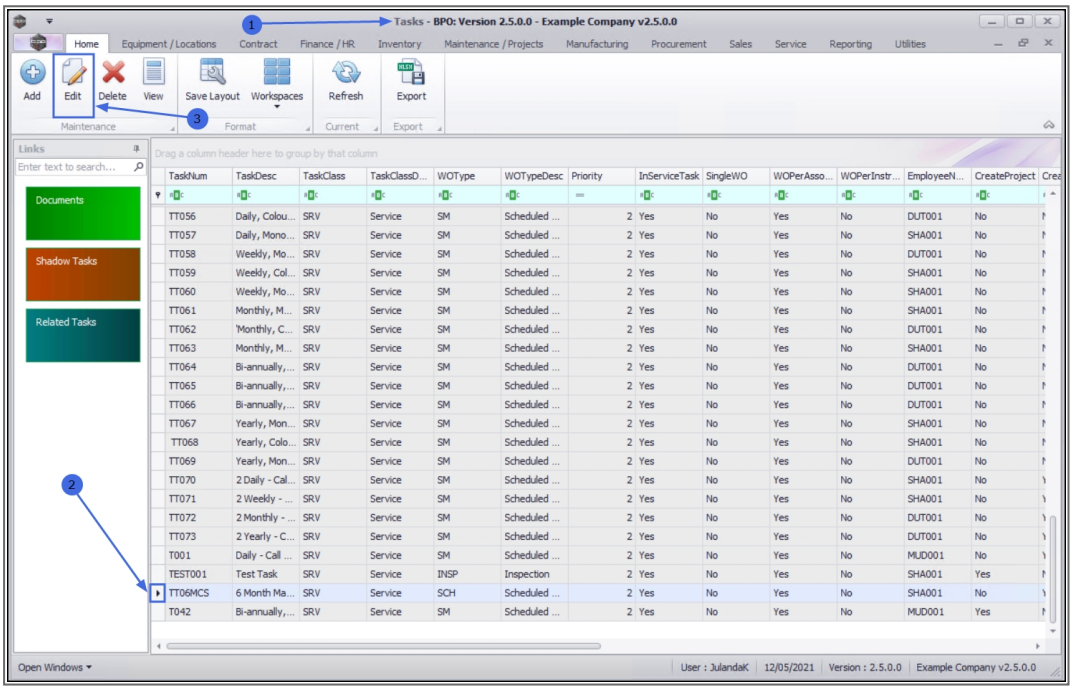
VIEW THE STATUS

- 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**.



- 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.

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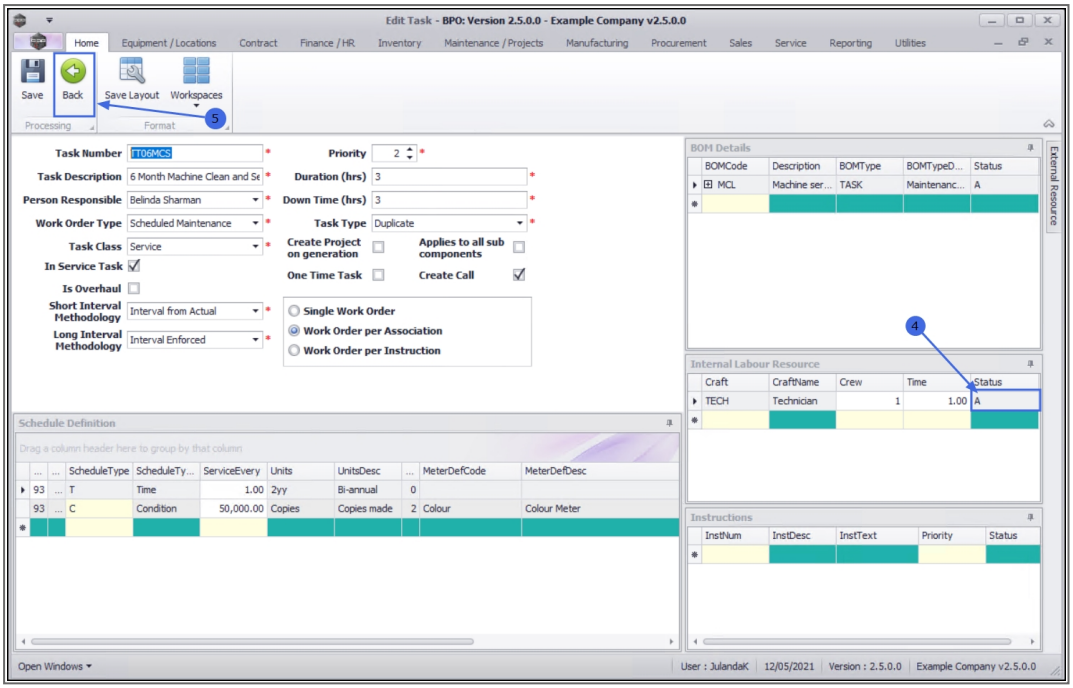

REMOVE A CRAFT

- 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.

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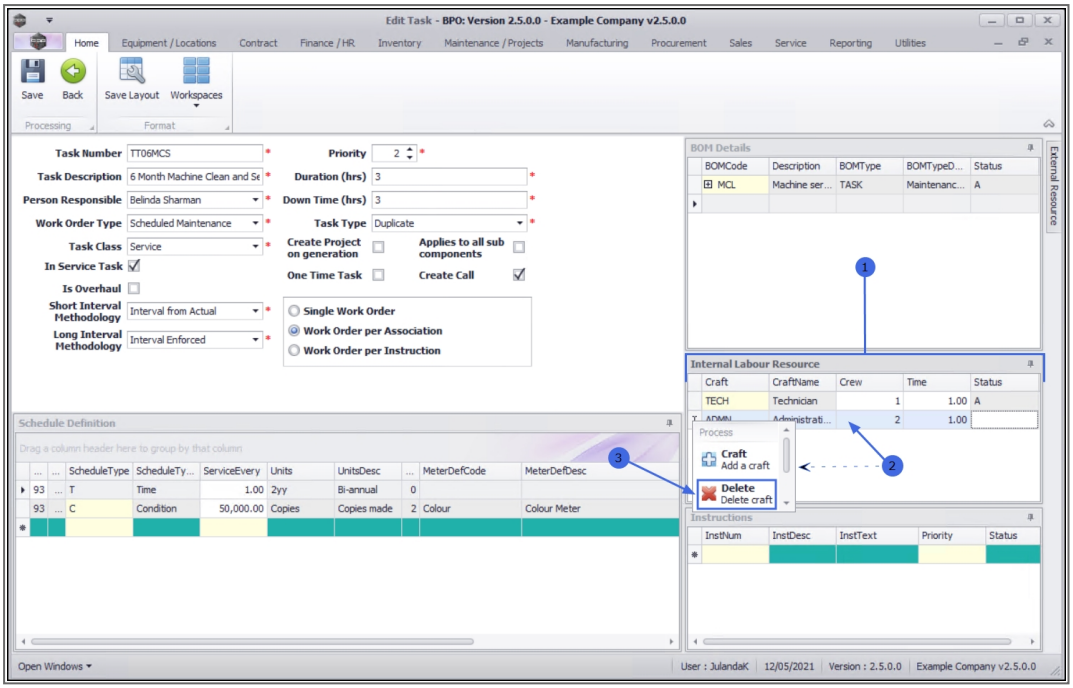

- When you receive the **Delete Craft** message to confirm -
- **Are you sure you want to delete this Craft [ ]?**
- Click on **Yes** if you are certain about your selection, or
- Click on **No** to ignore the request and leave the Craft assigned to the Task.

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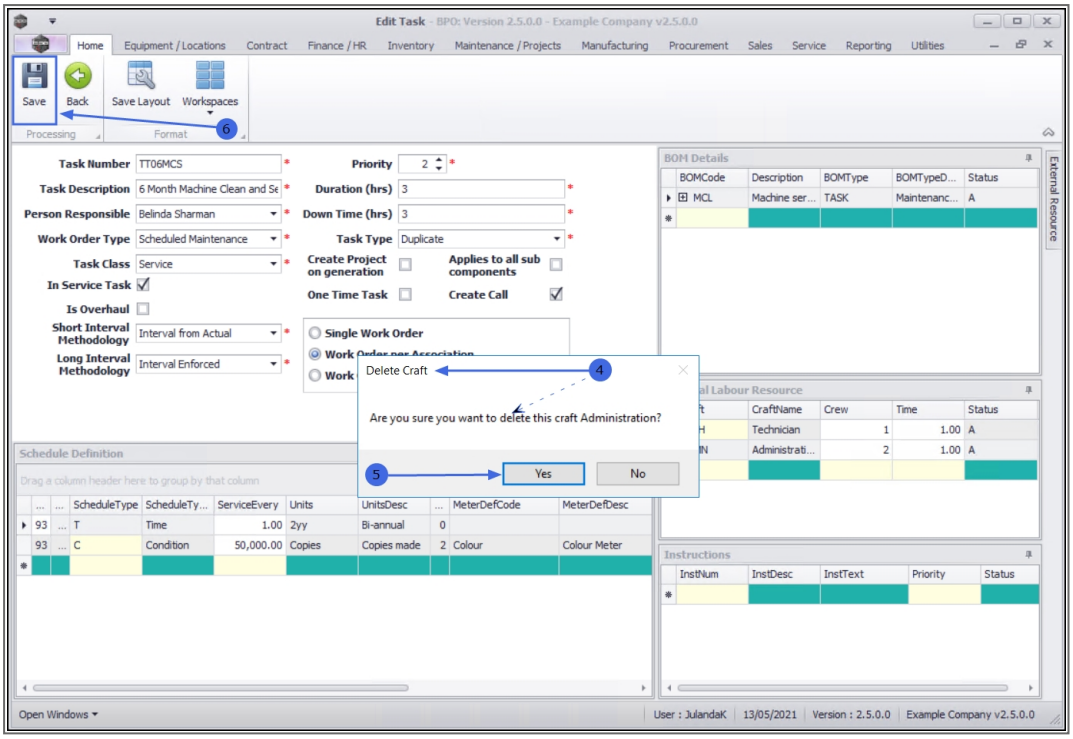

- The Craft has been removed from the Internal Labour Resource grid.

SAVE THE DETAILS

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

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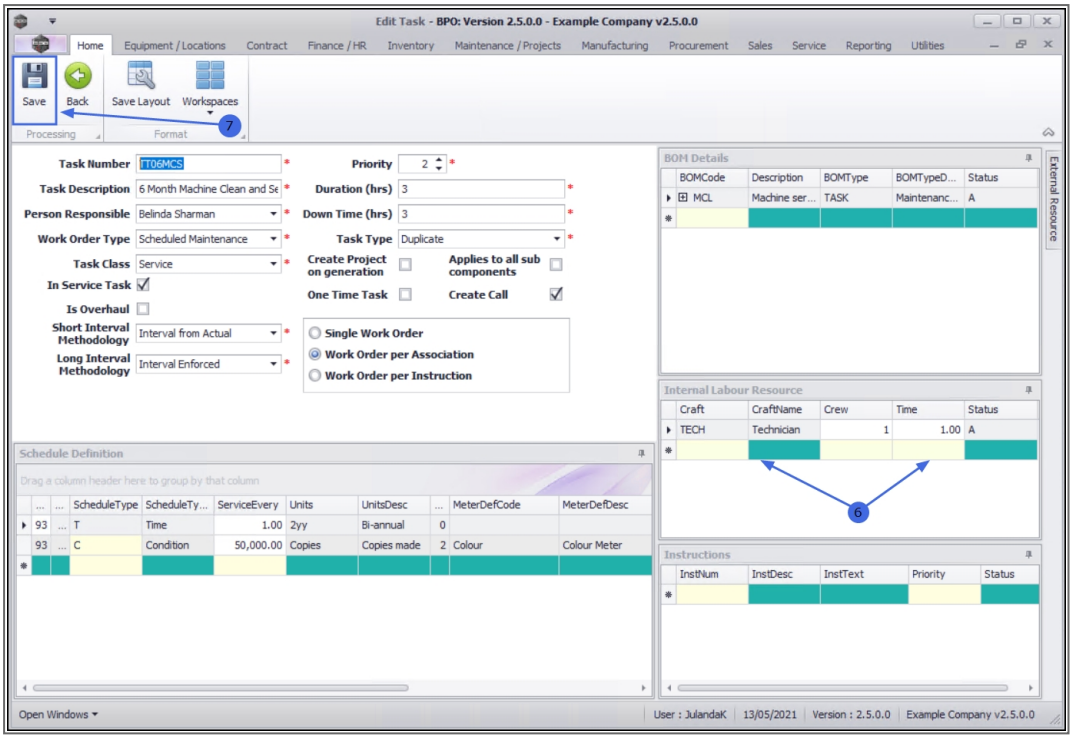

- You will return to the **Tasks** list screen.
- When you receive the **Tasks** message to confirm that -
- **The Task:** [task code] **has been saved.**
- Click on **OK**.

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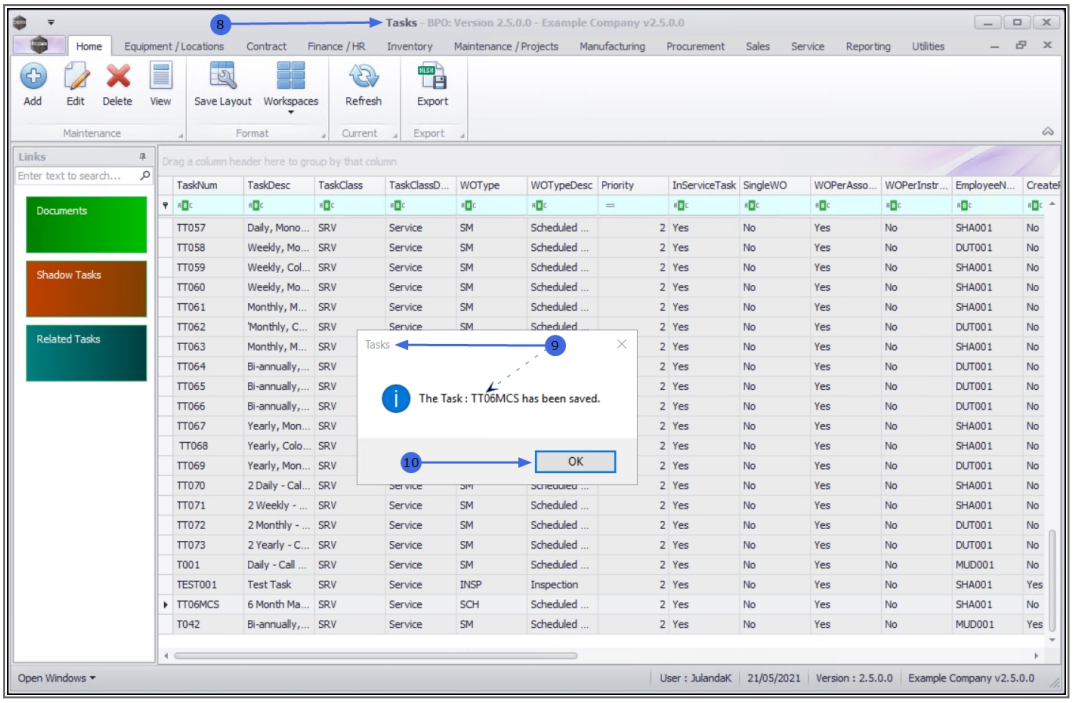

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