

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

MAINTENANCE

TASKS - VIEW 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 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 <u>cannot</u> be used together

Ribbon Access: Maintenance / Projects > Tasks



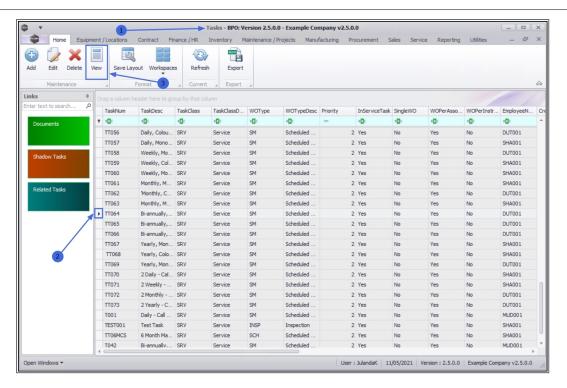
- 1. The **Tasks** listing screen will be displayed.
- 2. Click on the **row** of the task you wish to make changes to.
- 3. Click on View.



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



Tasks - View a Task



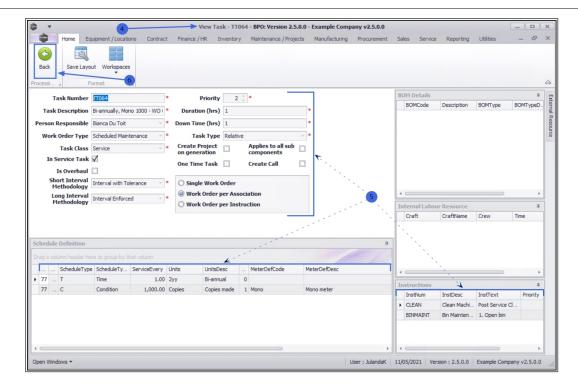
4. The View Task - [task number] screen will be displayed.

Note that this is a view only screen and no changes can be made to the task information.

- 5. From this screen you can view all the task information as well as the schedule definition. You will also be able to view any;
 - linked BOM Details
 - linked Internal Labour Resource details
 - linked Instructions details, and
 - linked External Resource details.
- 6. Click on **Back** to return to the Tasks listing screen.



Tasks - View a Task



Related Topics

- Add the Generation Methodology
- Link Instructions
- Assigning BOM Details
- Assigning Internal Labour Resources
- Add External Labour Resources

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