

# MAINTENANCE

## MAINTENANCE RADAR – GENERATE TASKS

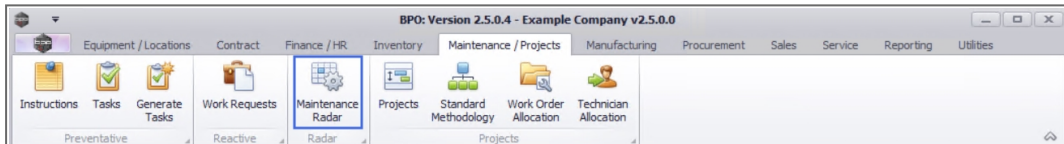
Single Task Radar generation will create a single work order not linked to a call or project.

Remember that the work order date will be the same as at the ***date generated***, not task due date.

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

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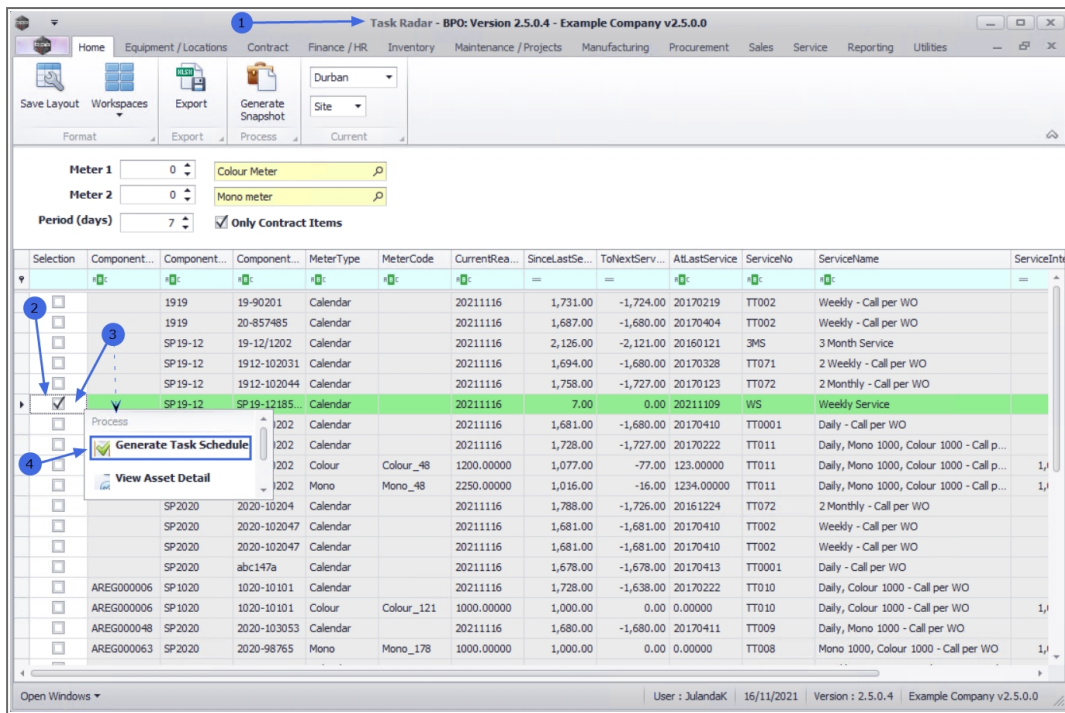
1. The ***Task Radar*** screen will be displayed.

Refer to [Maintenance Radar - Generate Snapshot](#) for details on how to populate the due task list.

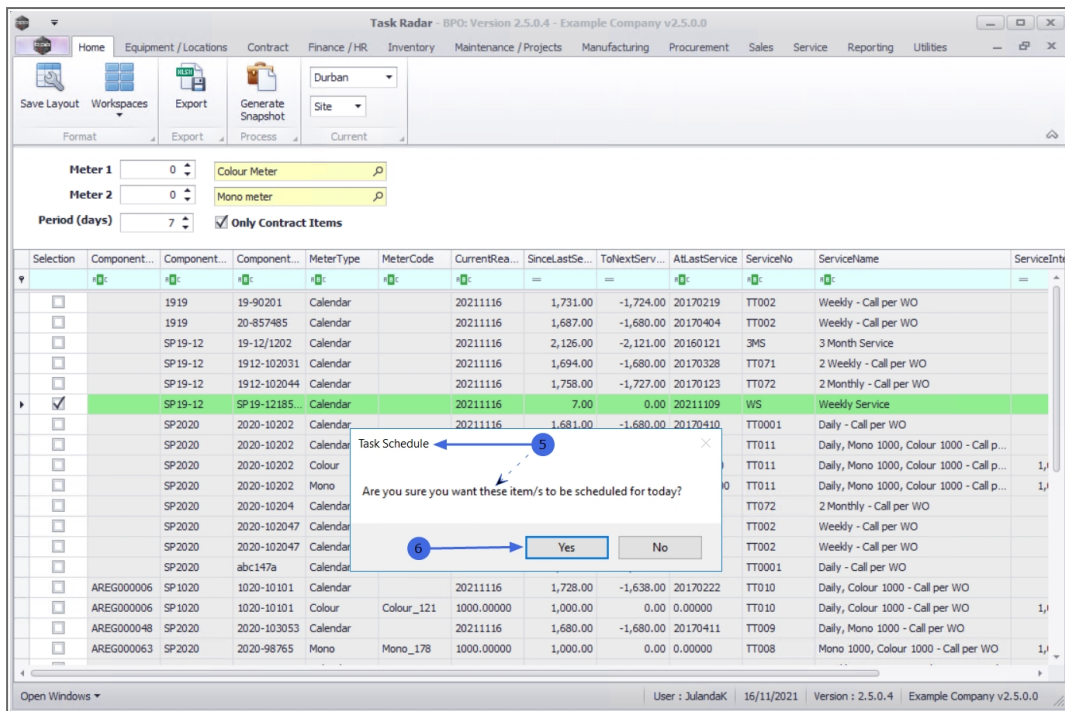
## GENERATE SINGLE TASK

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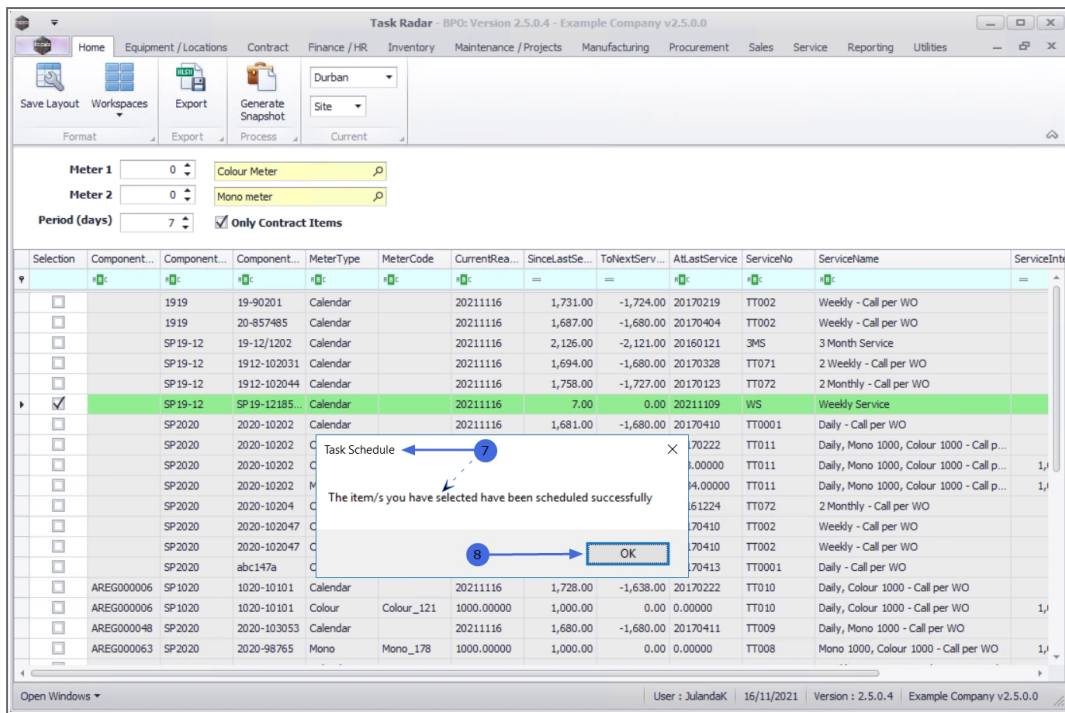
2. On the task list screen click on the ***check box*** of the ***item*** you wish to generate a single task for.
3.  ***Right click*** in the ***same row*** to display the ***Process*** menu .
4. Click on ***Generate Task Schedule***.



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.

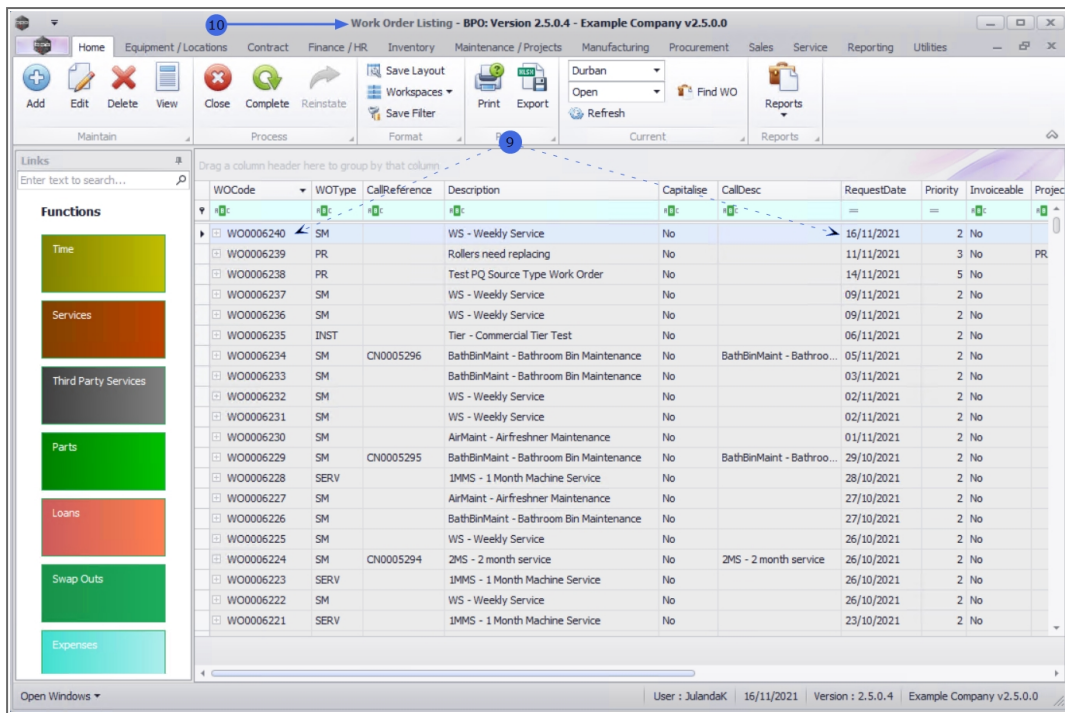


7. When you receive the second **Task Schedule** message to confirm that;
  - **The item/s you have selected have been scheduled successfully.**
8. Click on **OK**.




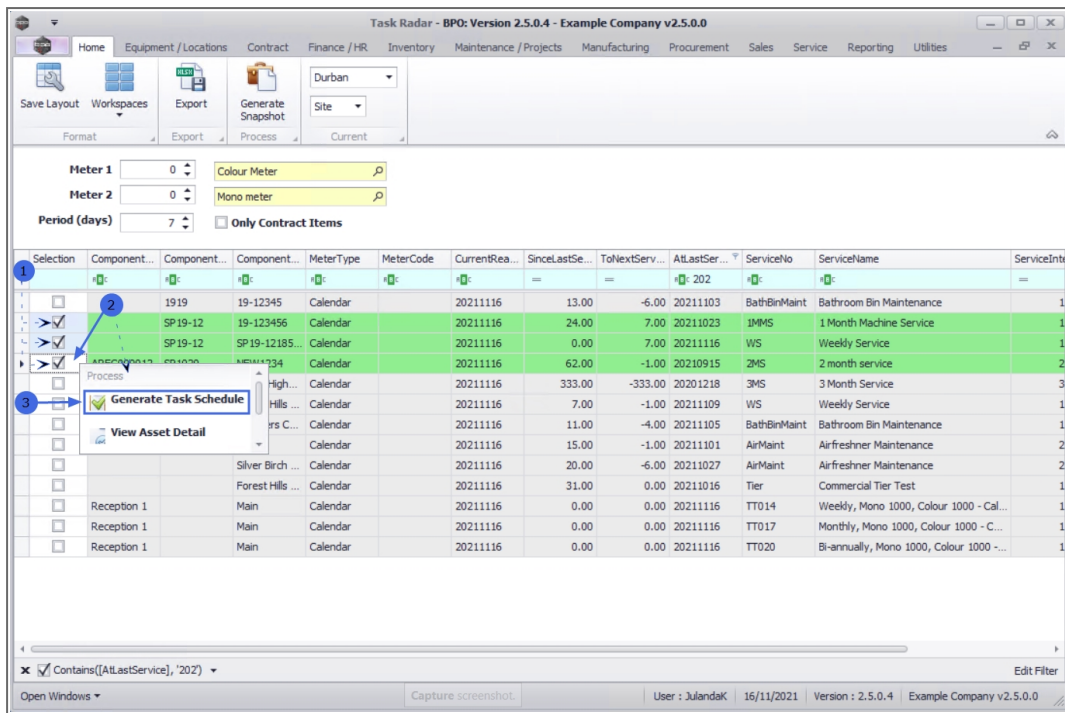
9. A **work order** with the assigned scheduled task has been created.
10. You can now **view** the generated work order in the **Work Order Listing** screen.

Refer to [Introduction to Work Orders](#) for details on how to navigate to the Work Order Listing screen.

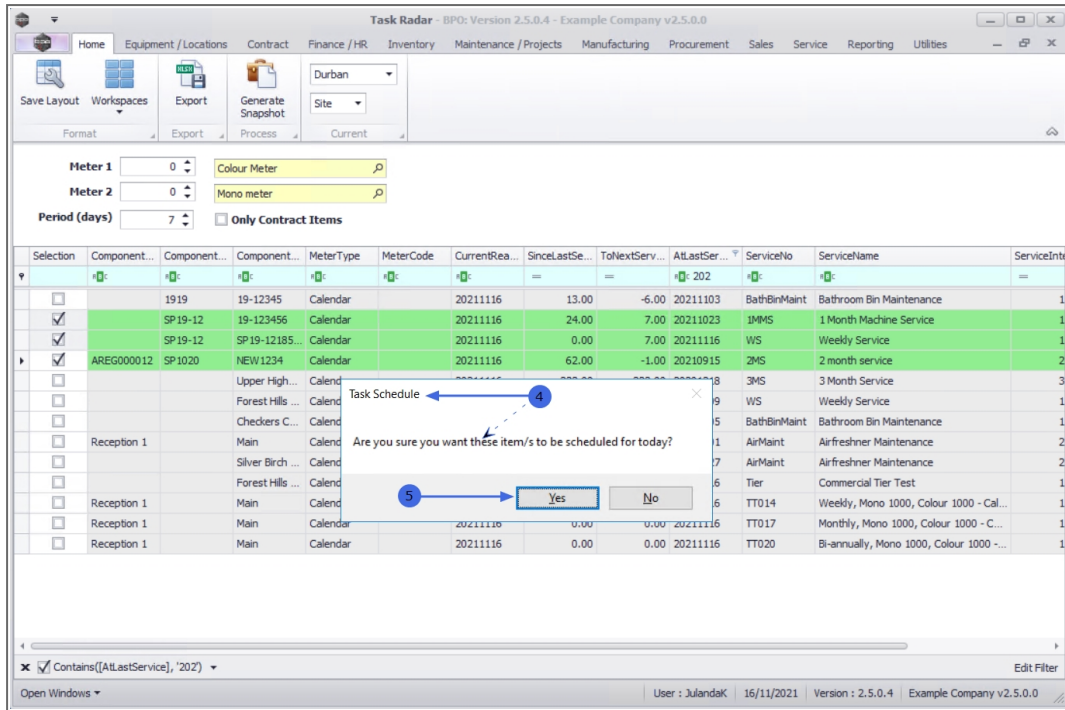


## GENERATE MULTIPLE TASKS

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**.



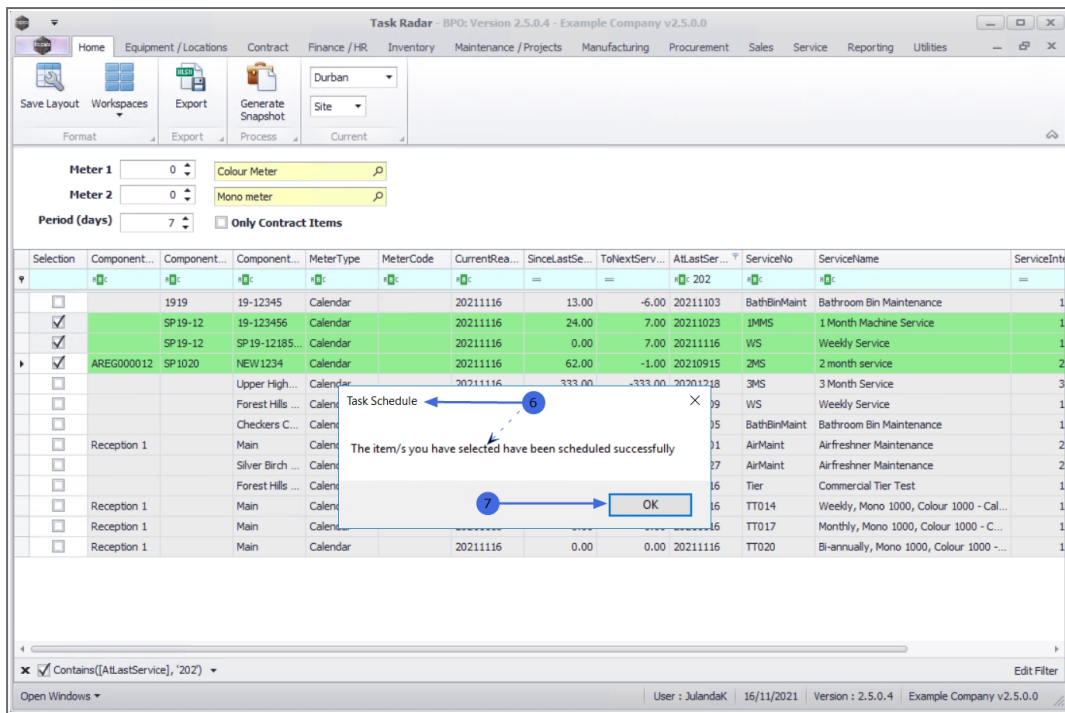
4. When you receive the **Task Schedule** message to confirm;
  - **Are you sure you want these item/s to be scheduled for today?**
5. Click on **Yes** to schedule the task for today.



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**.



8. **Work orders** with the assigned scheduled tasks have been created.
9. 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.

| WOCODE    | WOTYPE | CallReference | Description                             | Capitalise | CallDesc                  | RequestDate | Priority | Invoiceable | Project |
|-----------|--------|---------------|---|------------|---------------------------|-------------|----------|-------------|---------|
| WO0006244 | SM     | CN0005297     | ZMS - 2 month service                   | No         | ZMS - 2 month service     | 16/11/2021  | 2        | No          |         |
| WO0006243 | SM     |               | WS - Weekly Service                     | No         |                           | 16/11/2021  | 2        | No          |         |
| WO0006242 | SERV   |               | IMMS - 1 Month Machine Service          | No         |                           | 16/11/2021  | 2        | No          |         |
| WO0006241 | SM     |               | WS - Weekly Service                     | No         |                           | 16/11/2021  | 2        | No          |         |
| WO0006240 | SM     |               | WS - Weekly Service                     | No         |                           | 16/11/2021  | 2        | No          |         |
| WO0006239 | PR     |               | Rollers need replacing                  | No         |                           | 11/11/2021  | 3        | No          | PR      |
| WO0006238 | PR     |               | Test PQ Source Type Work Order          | No         |                           | 14/11/2021  | 5        | No          |         |
| WO0006237 | SM     |               | WS - Weekly Service                     | No         |                           | 09/11/2021  | 2        | No          |         |
| WO0006236 | SM     |               | WS - Weekly Service                     | No         |                           | 09/11/2021  | 2        | No          |         |
| WO0006235 | INST   |               | Tier - Commercial Tier Test             | No         |                           | 06/11/2021  | 2        | No          |         |
| WO0006234 | SM     | CN0005296     | BathBinMaint - Bathroom Bin Maintenance | No         | BathBinMaint - Bathroo... | 05/11/2021  | 2        | No          |         |
| WO0006233 | SM     |               | BathBinMaint - Bathroom Bin Maintenance | No         |                           | 03/11/2021  | 2        | No          |         |
| WO0006232 | SM     |               | WS - Weekly Service                     | No         |                           | 02/11/2021  | 2        | No          |         |
| WO0006231 | SM     |               | WS - Weekly Service                     | No         |                           | 02/11/2021  | 2        | No          |         |
| WO0006230 | SM     |               | AirMaint - Airfreshner Maintenance      | No         |                           | 01/11/2021  | 2        | No          |         |
| WO0006229 | SM     | CN0005295     | BathBinMaint - Bathroom Bin Maintenance | No         | BathBinMaint - Bathroo... | 29/10/2021  | 2        | No          |         |
| WO0006228 | SERV   |               | IMMS - 1 Month Machine Service          | No         |                           | 28/10/2021  | 2        | No          |         |
| WO0006227 | SM     |               | AirMaint - Airfreshner Maintenance      | No         |                           | 27/10/2021  | 2        | No          |         |
| WO0006226 | SM     |               | BathBinMaint - Bathroom Bin Maintenance | No         |                           | 27/10/2021  | 2        | No          |         |
| WO0006225 | SM     |               | WS - Weekly Service                     | No         |                           | 26/10/2021  | 2        | No          |         |

MNU.040.003

