

How do I create a new task?

1. Click on **New task...**

Task details ☐

General Task description Documents Photos Parts Extra

ID:

Task name:

Project task
 Use this task once
 Is defect Is at service request
 Counter based
 Requires approval

Group: Budget code:

Scheduling
 Fixed Interval
Interval: Months
Due date:

Warning period: Days

Ranks

Other
Time needed:

Save **Save & close** **Close**

2. Fill out all the fields
3. Select a **Group**.
4. Select the correct interval for scheduling the task (see below)
5. Click on **Save & close**.

Scheduling options

Type	Explanation
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Time interval (default)	<p>Enter an Interval and select day, week or month. The Due Date is calculated based on today's date + interval.</p> <p>Extra option:</p> <ul style="list-style-type: none"> • Fixed interval <div data-bbox="815 349 1485 461"> <p>Scheduling</p> <p>Fixed Interval: <input type="checkbox"/> Warning period: 7 <input type="text"/> Days <input type="text"/></p> <p>Interval: <input type="text"/> Months <input type="text"/></p> <p>Due date: <input type="text"/> <input type="text"/></p> </div>
Counter based	<p>Enter an Interval and select a counter. Enter the Due Running Hours. If the current counter value has been entered, the hours will be added automatically.</p> <p>Extra options:</p> <ul style="list-style-type: none"> • Fixed interval • Maximum interval <p>Enter an interval and select day, week or month. This option allows you to perform a task with time intervals in addition to the counter.</p> <div data-bbox="815 871 1485 1043"> <p>Scheduling</p> <p>Fixed Interval: <input type="checkbox"/> Warning period: <input type="text"/> <input type="text"/></p> <p>Interval: <input type="text"/></p> <p>Maximum interval: <input type="text"/> <input type="text"/></p> <p>Counter: <input type="text"/></p> <p>Due counter value: <input type="text"/></p> </div>
Project task	<p>Select if the project task should be added to a selected type of projects.</p> <div data-bbox="815 1171 1485 1234"> <p>Project types</p> <p>Each Project <input type="text"/></p> </div>
Use this task once / Defect	<p>Select when the task should be performed.</p> <div data-bbox="815 1330 1485 1379"> <p>Scheduling</p> <p>Due date: <input type="text"/> <input type="text"/> Warning period: <input type="text"/> <input type="text"/></p> </div>

Other fields:

- **ID:** This is a unique number that will be added before the task description.
- **Ranks:** Select one or more ranks. Only users with one of these ranks can see the task on the job list.
- **Time needed:** Specify how many hours are needed to perform this task.
- **Remark is mandatory:** When you sign off on a maintenance task, the comments field is required.
- **Attachment is mandatory:** When you sign off on a maintenance task, it is required to add a task completion document.

Revision #1

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