How do I create a new task?

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

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

Time interval (default)	Enter an Interval and select day, week or month. The Due Date is calculated based on today's date + interval. Extra option: • Fixed interval **Scheduling** Fixed Interval: ☐ Warning period: 7 ⬍ Days ∨ Interval: ⬍ Months ∨ Due date: day/month/year 🗓
Counter based	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. Extra options: • Fixed interval • Maximum interval 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. **Scheduling** Fixed Interval: ☐ Warning period: ⬍ ∨ Interval: ⬍ Maximum interval: ⬍ ∨ Counter: ∨ Due counter value: ⬍
Project task	Select if the project task should be added to a selected type of projects. **Project types** Each Project ⊗ │ ✕
Use this task once / Defect	Select when the task should be performed. **Scheduling** Due date: day/month/year 🗓 Warning period: ⬍ ∨

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.