

# AssetsTasks

## General

This part is used to load all tasks in MXSuite. The sheet in the Excel file is called “AssetsTasks”.

## Details fields

To fill the Excel file correctly, make sure that all fields are filled correctly. Below are the fields listed.

Field	MAX Characters	Required	Comment
ParentCategories		X	Show the category path of the category that this entity needs to be connected to. If this is linked to a subcategory, enter the ID + name of the main category, followed by a space, > , and a space, followed by the ID + name of the subcategory
AssetsTasksGroupName	128	X	Name of the group which the maintenance task is connected.
TaskType	9	X	Type of the interval of the maintenance task. 2 options are possible: - Recurring: This is used if the task needs to be done according to a given interval - OneTime: This is used if the task needs to be done one time. There is no interval connected
ID	128		ID number of the maintenance task
TaskName	128	X	The name of the maintenance task

Field	MAX Characters	Required	Comment
UseTaskOnce	5		If the TaskType is set to Onetime, this setting must be set to True Otherwise, this setting must be set to False
IsDefect	5		Only if the Tasktype is set to Onetime, and the UseTaskOnce is set to True, can this setting be set to True if the task is a defect. Usually, this setting is False.
IsCounterBased	5		If the maintenance task is based on running hours, this must be set to True; otherwise, fill in the option False.  If the maintenance task is both based on running hours and time-based, set this to True. In column Duedate, fill in the proper date, and fill in column DueRunningHours, the due running hours value
IsRemarkMandatory			If a remark is mandatory during marking a maintenance task as done, set this to True If no remark is needed during marking a maintenance task as done, set this to False
CostCode	50		The Costcode name should exactly match the name of the Budgetcode as known in Administration -> Budgetcodes
IsFixedInterval	5		If the maintenance task has a fixed interval, set this option to True. Otherwise, fill in option False

Field	MAX Characters	Required	Comment
IntervalValue			<p>If the task has a time interval, fill in here the value of days/weeks/months</p> <p>If the task has a counter interval, fill in the value of the counters</p> <p>If the task is a one-time task, leave this field empty</p> <p>If the task is a docking task, leave this field empty</p>
IntervalType	6	X*	<p>* In case that the task is not a counter-based task or the field IsDocking = false, this field is mandatory</p> <p>Fill in here the type of interval. Possible values are:</p> <ul style="list-style-type: none"> <li>- Days</li> <li>- Weeks</li> <li>- Months</li> </ul>
DueDate	19	X*	<p>* In case that the task is not a counter-based task or the field IsDocking = false, this field is mandatory.</p> <p>The due date of the task. Written in the date-time format of the PC that imports the file. The default Dutch format is D-M-YYYY HH:MM:ss</p>
MaximumIntervalValue			<p>If the task is based on counters and time-based, fill here the number of days/weeks/months</p>
MaximumIntervalType	6	X*	<p>* In case a value is entered in MaximumIntervalValue, this field is mandatory.</p> <p>Fill in here the type of interval. Possible values are:</p> <ul style="list-style-type: none"> <li>- Days</li> <li>- Weeks</li> <li>- Months</li> </ul>

Field	MAX Characters	Required	Comment
RunningHoursMachine		X*	*In case the task is counter-based, this field is mandatory. Fill in the name of the related counter machine here.
DueRunningHours		X*	*In case the task is counter-based, this field is mandatory. Fill in here the value of the counter when the task becomes due. A numeric value is accepted without decimals.
IsProject	5		Is the task is related to a project, set the value to True, otherwise set to False
DownTime			The time needed to finish the task in hours. Only a numeric value without decimals is accepted.
WarningPeriod			Here, the warning period as a numeric field in combination with the field WarningType. For example, WarningPeriod 7 and WarningType 1 mean that the task becomes due 7 days before the due date; in this case, fill in number 7.
WarningType	1		Fill in here the type of interval. Possible values are: Value 1 for the interval in days Value 2 for the interval in weeks Value 3 for the interval in months

Field	MAX Characters	Required	Comment
LongDescription			<p>The long task description where the procedures can be described how to perform the task.</p> <p>With Alt-Enter in the Excel sheet, the text starts on a new line.</p> <p><b>Note:</b> layout formatting is not possible via the import from Excel.</p>
TaskCompletionNeedsApproval	5		<p>If the task needs to be approved by another rank, set the value to True. If the task does not need to be approved by another rank, set the value to False.</p> <p><b>Note:</b> The approver rank can be entered in Sheet: AssetsTasksApproversRanks</p>
IsAttachmentMandatory	5		<p>If an attachment is required when completing the task, set this value to True</p> <p>If an attachment is not required when completing the task, set this value to False</p>
Priority			<p>The possible priorities are:</p> <ul style="list-style-type: none"> <li>- Top priority</li> <li>- Urgent</li> <li>- High</li> <li>- Normal</li> <li>- Low</li> <li>- Not prioritized</li> </ul> <p>The priorities can be managed in Administration -&gt; Lookups -&gt; Task priority</p>

Revision #2

Created 8 May 2025 14:09:25 by Theo Vlot

Updated 8 May 2025 14:49:58 by Theo Vlot