

Editing Tasks

Editing Tasks:

1. Tasks are edited from the Task Details screen. If not already viewing the task details, locate the task in the Task Library list, then open the task details by clicking on the task name.
2. The Task Details card displays basic information concerning the task. Users can click on the card to edit it.

Task Details	
Name:	AHU Weekly
Property:	Hamill Court
Trade:	Engineering
Frequency:	Weekly
Estimated Time:	30 min

- Users can click on this card to edit it, update the information on the card in the Edit Task window that opens, then click **Save**.

3. The following information can be edited under the Steps tab.

Steps	
Instructions	
1. Inspect for Leaks 2. Tighten mountings 3. Clean casing	
Task Lines	
Details	Line Type
Test pressure 150psi	Checking

- The Instructions card displays a description of how the task is to be conducted. Users can click on this card to edit it, update the information on the card in the Edit Task Instructions window that opens, then click **Save**.

Edit Task Instructions	
Instructions	
Important: Filters must be installed following the direction of the airflow arrow. Bag filter pockets should be vertical when installed.	
<div>Save Cancel</div>	

- The Task Lines card displays the steps which must be performed to complete the task. Click on the card to edit it; this will open the Edit Task Lines window.

Edit Task Lines	
Add Task Line	Edit
<div>Up Down</div>	

Details	Type	
Check for soiling, damage, corrosion, and any tendency to bind. Clean as necessary.	Checking	⊖
Check that the flexible connections are security fixed.	Checking	⊖
Check the function of all antivibration mounts.	Checking	⊖
Check for any obstructions or blockages of all the air intakes and discharges.	Checking	⊖
Check the traps for leaks or blockages and prime as necessary.	Checking	⊖
Clean or replace Panel/Bag filters.	Checking	⊖
Clean or replace absolute filters.	Checking	⊖
Check coil drainage.	Checking	⊖

Save Cancel

- Users can add a task line by clicking **Add Task Line**. In the window that opens, enter the task's details, then select the task type (checking, reading, or details). For a description of each task type, see [About Task Lines](#).

Task Lines

Details: Clean or replace replace panel/bag filters.

Type: ☒ Checking ☐ Reading ☐ Details

Add Add & Close Done

- Click **Add** to save this task and add another task.
- Click **Add & Close** to save the task and return to the Edit Task Lines window.
- Users can edit a task line by selecting the task and clicking **Edit**. Make any necessary changes, then click **Update**.

Task Lines

Details: Check the function of all antivibration mounts.

Type: ☒ Checking ☐ Reading ☐ Details

Update Cancel

- Users can change the order that the task lines are displayed by selecting a task and using the **Up** and **Down** arrow buttons.

Edit Task Lines

Add Task Line Edit

Up Down

Details	Type	
Check for soiling, damage, corrosion, and any tendency to bind. Clean as necessary.	Checking	⊖
Check that the flexible connections are security fixed.	Checking	⊖
Check the function of all antivibration mounts.	Checking	⊖
Check for any obstructions or blockages of all the air intakes and discharges.	Checking	⊖
Check the traps for leaks or blockages and prime as necessary.	Checking	⊖



- Users can delete a task by clicking the associated **Delete** button (⊖) to the right. Users will be asked to confirm the deletion in a popup window.

Edit Task Lines

Add Task Line Edit

Up Down

Details	Type	
Check for soiling, damage, corrosion, and any tendency to bind. Clean as necessary.	Checking	⊖
Check that the flexible connections are security fixed.	Checking	⊖

Check the function of all antivibration mounts.		Checking	
Check for any obstructions or blockages of all the air intakes and discharges.		Checking	
Check the traps for leaks or blockages and prime as necessary.		Checking	