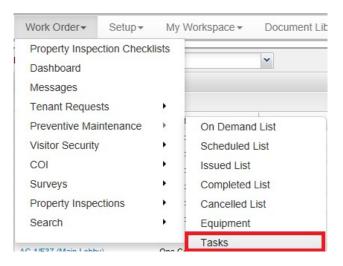
## The Task Library List

Control Panel > Work Order > Preventive Maintenance > Tasks

The Task Library List:

The Task Library list displays all tasks that have been entered into the Preventive Maintenance (PM) work order system. Tasks are used to create maintenance schedules on the Equipment Details screen.

To access the Task Library list, log into the Axis Control Panel at <u>http://cp.axisportal.com</u>, hover over **Work Order**, hover over **Preventive Maintenance**, and click on **Tasks**.



The Task Library displays a list of all tasks that have been created for equipment maintenance. One or more tasks can be used to create a work order schedule. An overview of the various sections in the Task Library list are detailed below.

	Task - Air Como Recip Control Monthly Air Como Recip Control Quarter Air Como Recip Control Veatr Air Como Rotary Control Annual Air Como Rotary Control Mithly Air Como Rotary Control Mithly	Trade Engine Engine Engine Engine	Frequency Monthly Every 4 month(s) Annually Annually Monthly	Estimated Time 2 hr 0 min 2 hr 0 min	Property	Add
	Task - Air Como Recip Control Monthly Air Como Recip Control Quarter Air Como Recip Control Veatr Air Como Rotary Control Annual Air Como Rotary Control Mithly Air Como Rotary Control Mithly	Engine Engine Engine Engine	Monthly Every 4 month(s) Annually Annually	2 hr 0 min 2 hr 0 min 2 hr 0 min 2 hr 0 min 2 hr 0 min	Property	Activ
	Air Comp. Recip Control Monthly Air Comp. Recip Control Quarter Air Comp. Recip Control Yearly Air Comp. Rotary Control Annual Air Comp. Rotary Control Mnthly Air Comp. Rotary Control Othy	Engine Engine Engine Engine	Monthly Every 4 month(s) Annually Annually	2 hr 0 min 2 hr 0 min 2 hr 0 min 2 hr 0 min 2 hr 0 min	Property	***
	Air Como Recip Control Quarter Air Como Recip Control Yearty Air Como Rotary Control Annual Air Como Rotary Control Mnthly Air Como Rotary Control Othy	Engine Engine Engine	Every 4 month(s) Annually Annually	2 hr 0 min 2 hr 0 min 2 hr 0 min		****
	Air Comp Recip Control Yearly Air Comp Rotary Control Annual Air Comp Rotary Control Mnthly Air Comp Rotary Control Otrly	Engine Engine Engine	Annually Annually	2 hr 0 min 2 hr 0 min		
	Air Comp Rotary Control Annual Air Comp Rotary Control Mnthly Air Comp ROtary Control Otrly	Engine	Annually	2 hr 0 min		1
	Air Comp Rotary Control Mnthly Air Comp ROtary Control Otrly	Engine				~
-	Air Comp ROtary Control Otrly		Monthly	2 hr 0 min		
-		Realized.				1
		Engine	Every 4 month(s)	2 hr 0 min		1
	Air Compressor Weekly	Engine	Daily	1 hr 0 min	Pine Valley Terrace	~
	Air Compressor Weekly	Engine	Daily	1 hr 0 min	Hilview Towers	~
	Air Handling Monthly	Engine	Daily	2 hr 0 min	Hilview Towers	~
	Air Handling Unit Lubrication	Engine	Quarterly	2 hr 0 min	Hilview Towers	~
	Amperage Check Annual	Engine	Annualty	15 min	Hilview Towers	~
2	April Corp Task	Lamper	Daily	3 hr 0 min		~
	Assessment	Engine	Weekly	2 hr 0 min	Hilview Towers	~
	Boiler cleaning annual	Engine	Annually	2 hr 0 min	Hilview Towers	~
	Booster pump monthly	Engine	Monthly	30 min	Hilview Towers	~
12	checking na/a3500	Engine	Daily	2 hr 30 min		~

1. Use the Property drop-down to filter the list by property.

Propert			~		
Task Librau		All Properties			
T Fill		1155 René-Lévesque Blvd Angus Systems			
à	Task 🔺	Carroll Corporate Plaza		су	Estimale
12	Air Con	Hamill Court			2 hr 0 m
12	Air Con	Hillview Towers		month(s)	2 hr 0 m

1	Air Con Pine Valley Terrace Air Con Southside Office Park Air Con Turner Center			2 hr 0 m 2 hr 0 m 2 hr 0 m
1	Air Comp ROtary Control Otrly	Engine	Every 4 month(s)	2 hr 0 m
	Air Compressor Weekly	Engine	Daily	1 hr 0 m

2. The **Filter** button opens an interface that allows users to choose a variety of filtering options. Filtering information is stored locally on your web browser and is remembered between

sessions. The following filtering options are available:

- Task: Filter by task name.
- Trade: Filter by associated trade.
- Status: Display only active tasks, inactive tasks, or both (all).

Task Library	1					
Task:	compressor				1 Time	Pro
Trade:	Engineering			× •		
Status:	Active	O Inactive	) All			
					,	
	Apply	X Close			1	
Air Com	ROtary Control Otrly	Engine	Every 4 month(s)	2 hr 0 r	nin	
Air Comp	oressor Weekly	Engine	Daily	1 hr 0 r	min	Pin
Air Com	ressor Weekly	Engine	Daily	1 hr 0 r	nin	

- 3. The list headings are customizable. All list customizations for a specific user are remembered between sessions and stored locally on your web browser.
  - Users can click on a list heading to toggle between sorting the list in ascending or descending order.
  - Click and drag on headings to change the order they are displayed in.
  - Users can add or remove list headings by doing the following:
    - Click on the right side of a column heading (near the border between column headings, as shown in the image on the right).
    - Move your mouse pointer to the Columns entry on the list to display all available column headings.
    - Select the column headings that are preferred to be displayed and/or deselect the headings that are preferred to be hidden. Note that some information-critical headings cannot be hidden.

Filt	ler					
2	Task 🔺	<ul> <li>Trade</li> </ul>	Frequency		Estimated Time	Property
2	Air Comp Recip Control Monthly	21 Sort Asc	cending		2 hr 0 min	
12	Air Comp Recip Control Quarter	Z Sort Descending		nth(s) 2 hr 0 min		
12	Air Comp Recip Control Yearly		-		2 hr 0 min	
12	Air Comp Rotary Control Annual	Column	s 🕨		Trade	
12	Air Comp Rotary Control Mnthly	Engine	Monthly		Frequency	
12	Air Comp ROtary Control Otrly	Engine	Every 4 m		Estimated Time	
	Air Compressor Weekly	Engine	Daily		Property	Pine Valley Te
	Air Compressor Weekly	Engine	Daily		Active	Hillview Towe
	Air Handling Monthly	Engine	Daily		2 hr V min	Hillview Towe
	Air Handling Unit Lubrication	Engine	Quarterly		2 hr 0 min	Hillview Tower
	Amperage Check Annual	Engine	Annually		15 min	Hilview Town

4. Clicking on a task name or double-clicking on a row in the list will display the task's details page. For more information, see the Task Details Screen topic.

Task Library			
T Filter			
🚵 Task 🔺	Trade	Frequency	Estimat

à	Air Comp Recip Control Monthly	Engine	Monthly	2 hr 0 mi
12	Air Comp Recip Control Quarter	Engine	Every 4 month(s)	2 hr 0 mi
à	Air Comp Recip Control Yearly	Engine	Annually	2 hr 0 m
à	Air Comp Rotary Control Annual	Engine	Annually	2 hr 0 m
12	Air Comp Rotary Control Mnthly	Engine	Monthly	2 hr 0 m
12	Air Comp ROtary Control Otrly	Engine	Every 4 month(s)	2 hr 0 mi
	Air Compressor Weekly	Engine	Daily	1 br 0 mi

 At the bottom of the list is a control toolbar that allows users to access several commonly used display features.

A A Page	1 of 1   P   Records per page:	Refresh 🗟 Reset
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The following list controls are available:

14	Return to the first page of the list.
4	Go to the previous page.
Page 1 of 1	Manually enter a specific page to go to.
•	Go to the next page.
	Go to the last page.
Records per page:	Use the slider to adjust the number of records displayed per page.
ar Refresh	Reload the list (checks for updates to the list since it was last loaded).
Reset	Reset the list display settings to default (also removes any previously applied filters).

6. Click **Add Task** to create a new entry in the Task Library. See <u>Adding Tasks</u> for additional details.