





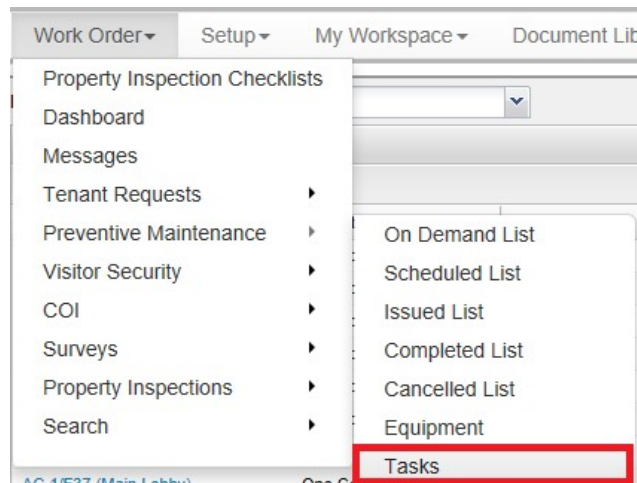
# The Task Library List

[Control Panel](#) > [Work Order](#) > [Preventive Maintenance](#) > [Tasks](#)

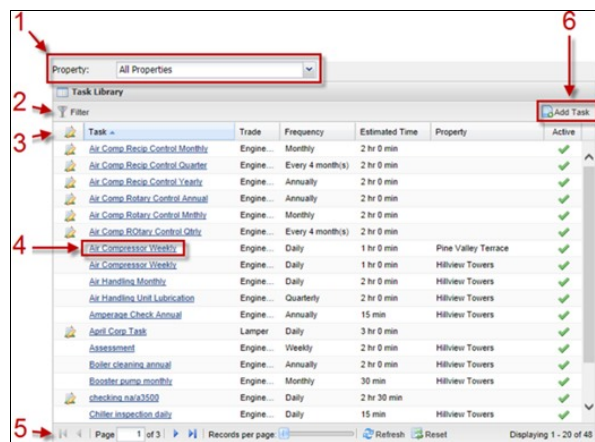
## The Task Library List:

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.

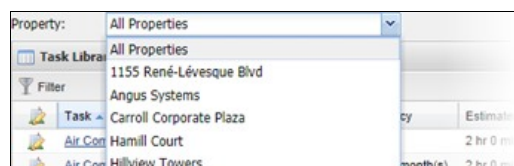
To access the Task Library list, log into the Axis Control Panel at <http://cp.axisportal.com>, hover over **Work Order**, hover over **Preventive Maintenance**, and click on **Tasks**.



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.



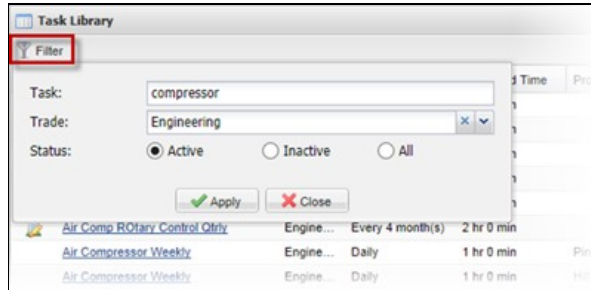
1. Use the Property drop-down to filter the list by property.



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

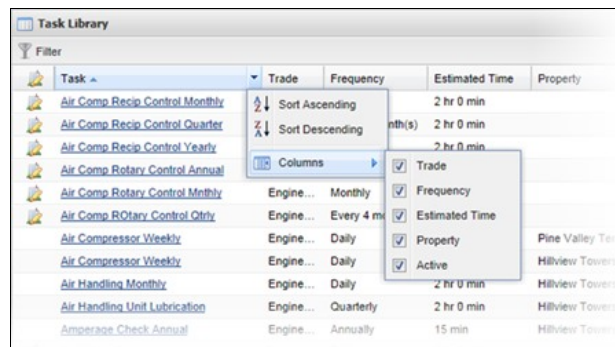
2. The **Filter** button opens an interface that allows users to choose a variety of filtering options. Filtering information is stored locally on your web browser and is remembered between sessions. The following filtering options are available:

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

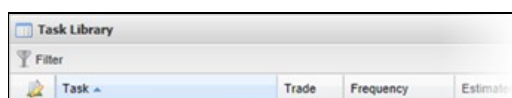


3. The list headings are customizable. All list customizations for a specific user are remembered between sessions and stored locally on your web browser.

- 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.



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.



	Air Comp Recip Control Monthly	Engine...	Monthly	2 hr 0 min
	Air Comp Recip Control Quarter	Engine...	Every 4 month(s)	2 hr 0 min
	Air Comp Recip Control Yearly	Engine...	Annually	2 hr 0 min
	Air Comp Rotary Control Annual	Engine...	Annually	2 hr 0 min
	Air Comp Rotary Control Monthly	Engine...	Monthly	2 hr 0 min
	Air Comp Rotary Control Quarterly	Engine...	Every 4 month(s)	2 hr 0 min
	Air Compressor Weekly	Engine...	Daily	1 hr 0 min

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



The following list controls are available:

	Return to the first page of the list.
	Go to the previous page.
Page <input type="text" value="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.
	Reload the list (checks for updates to the list since it was last loaded).
	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 [Adding Tasks](#) for additional details.