

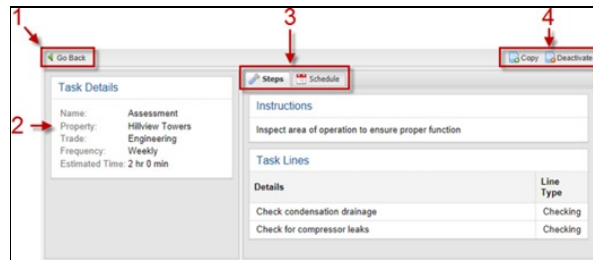




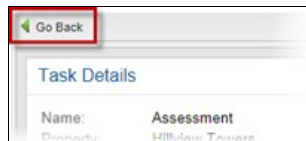
# The Task Details Screen

## The Task Details Screen:

The Task Details screen is accessed by clicking on the name of an item in the Task Library list. An overview of the various sections in the Task Details screen are detailed below.



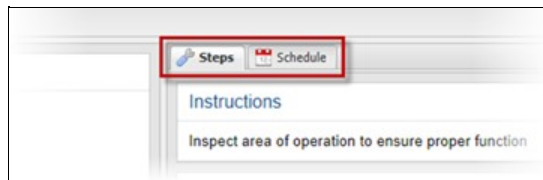
1. The **Go Back** button returns to the previous screen.



2. The Task Details card displays basic information concerning the task. Users can click on the card to edit it.



3. The Steps and Schedule tabs are explained below.



- The Steps tab contains the Instructions and Task Lines cards. Users can click on these cards to edit them. See [Editing Tasks](#) for additional details.
- The Schedule tab displays schedules that use this task, including the equipment the schedules are associated with.
  - Double-clicking on a row, or clicking directly on the Equipment name displays the Equipment Details screen.

A close-up of the 'Schedule' tab, showing a table of equipment. The 'Schedule' tab is selected and highlighted in blue.

Schedule Name	Equipment Name	Active
Boiler Cleaning Monthly	Boiler # 1	✓
Boiler Pump Inspection	Boiler Pump # 1	✓
Boiler Pump Inspection B	Boiler # 1	✓



4. The **Copy** and **Deactivate** buttons provide the following functions:

- The **Copy** button allows users to create a copy of the task. This is particularly useful when users have identical or very similar tasks to enter into the Task Library.
- The **Deactivate** button can be used to indicate that the task is no longer in use. Deactivation preserves the task in work order histories and prevents new work orders from including the task. Deactivated tasks can also be reactivated. For additional details, see [Deactivating Tasks](#) and [Reactivating Tasks](#).

