



## Creating a Task

Tasks are held in the Task Library within the Maintenance Module. Tasks can be created for planned/scheduled maintenance or for calendar reminders such as contract renewals, MOTs on vehicles etc. It is also possible to create tasks for commonly occurring breakdowns such as “light out”, “power down” etc.

We are going to focus on adding a basic planned task to the library. In the next chapter we will add this task to an asset to form a planned maintenance plan.



fig.1

**Click** on the **Task** icon on the toolbar in the FrontLine Maintenance Module (fig. 1)

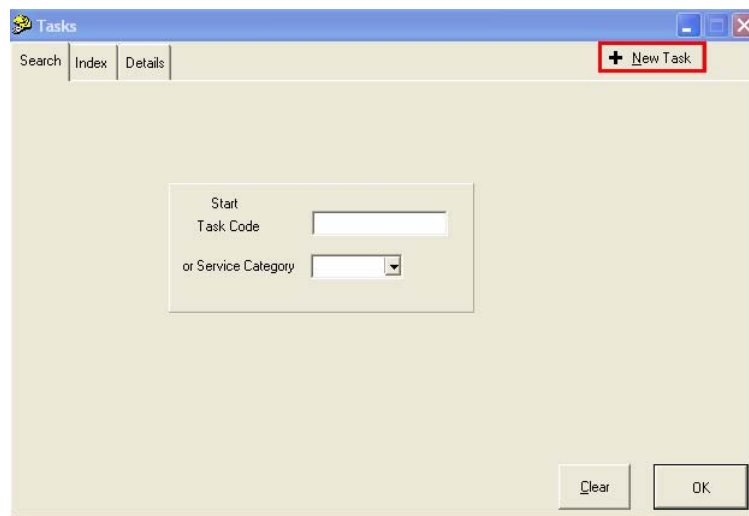


fig .2

The Task search screen appears, click on the **New Task** button (highlighted red, fig. 2)



fig. 3

Creating a basic task: -

A blank Task Detail screen appears. For “Planned Maintenance” the following highlighted fields should be completed (above)

- 1) **Task Code** A brief name or code identifying the task.
- 2) **Task Description**
- 3) **Standard Frequency and Unit & Repeat** Specifies how the next due dates are calculated when a task is carried out - i.e. Variable: The job will repeat with the interval based off of the “last done date”, Fixed: This is a set calendar date e.g. every 4 weeks (variable), 15<sup>th</sup> of every month (fixed) etc.
- 4) **PM** (Planned Maintenance) is a YES/NO box that determines whether the task will appear on the “PM plan”. Set this to Y.
- 5) **W/O Format** (Work Order Format) – The system contains five pre-created work order formats (job sheets) select one from the list provided to get the information to print out in that style.

There are several other fields and tabs within the “Task” record which can be populated to provide information for the person carrying out the task (full description of the work required, readings to be taken and recorded etc) or to be used elsewhere in the system for searching, reporting and analysis.

(See fig. 3)

## Shire Systems – FrontLine System Overview



Fig. 4

Key fields of information entered – Click on the **tick** icon highlighted green to save the record (fig. 4).

Maintenance Work Order No: P1532				Page 1 of 1 03/10/06 15:31:46	
Site	MILLBROOK	Millbrook International	Date Issued	03/10/06	
Asset	BOIL-04	BOILER 04	Requested	Department	
Location	EXTERNAL/BOILER HOUSE	Position	Telephone		
Task	BOIL - 13W	BOILER 13 WEEKLY INSPECTION	Authorized	Work Type	
Primary	Person	Team	Trade	No of Men	Permit
Additional				0	Priority

**Work Required**

**TASK NOTES**

Any amount of additional information/work in situation etc etc reference etc.. can be recorder in the "Task Notes" for printing onto the Work Order's or transfer to PDA's Handheld's. It will allow basic formatting of text-information can also be outland page from Word documents etc..

**Example of basic formatting:**

1) Question: YES [ ] NO [ ]

2) Question: YES [ ] NO [ ]

CHECKED MON [ ]

CHECKED TUE [ ]

CHECKED WED [ ]

Fig. 5

Above (fig. 5) is an example of a printed Work order (Format 2) showing the relationship between Asset and associated planned task.

The "Blue" highlighted section of the work order shows where any related "Task" notes are printed. These notes can be entered via the "Notes" tab (highlighted **Blue** in fig. 4).