

# Copy and Rename a Task

To copy a task, open the Task Schedule Page for the asset that contains the task you wish to copy.

## How To: View an Asset's Task Schedule

To view an asset's task schedule, open the Manage Assets Page in the Assets Module on the Main Menu. Use filters as needed and identify the asset/component whose task schedule you wish to view. Click the three-dot icon to the right of the asset title opening the Asset Management Context Menu.

The screenshot shows the 'My Assets' interface. At the top, there are search and filter options. Below that is a table with columns: Title, Serial Number, Meters, Tags, and Status. The table lists several assets, including 'Equipment', 'Jump at it Cafe', 'Lockers', 'Meter', 'Sauna', and 'Slow Flow Room'. A context menu is open over the 'Jump at it Cafe' row, showing options like 'Complete Task', 'Record Fault', 'Update Meter Reading', 'View', 'Run Report', 'History', 'Files', 'View Components', and 'Manage Components'. The 'Manage Components' option is highlighted.

Title	Serial Number	Meters	Tags	Status
+ Equipment	...	No Meters		●
+ Jump at it Cafe	...	No Meters		●
+ Lockers	...	No Meters		●
Meter	...	No Meters		●
Sauna	...	No Meters		●
+ Slow Flow Room	...	No Meters		●

Select the "Manage Components" option, opening the Manage Asset Components Page. Select the three-dot icon to the right of the asset/component you wish to add interim notes to and select Task Schedule from the context menu.



Task Schedule for Equipment

Equipment

Refresh Status Take out of service Hide Components View Cost and Time

Meters  
No Meters

Add Task Create Permissive Group Apply Task Template

Filters  
Search Tags  
Select Some Options  
Set Filter Clear

With Selected  Show completed tasks  Show generator tasks

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<input type="checkbox"/>	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
<input type="checkbox"/>	Fault logged 2023-01-20: broken (Hack Squat Machine)	Corrective		Indefinitely	Never	test
<input type="checkbox"/>	Inspect all joints for appropriate tightness	Regular		No	2026-01-14 12:09:58	Ad Hoc (No triggers have been defined)
<input type="checkbox"/>	Lubricate machine (Pec Fly and Rear Delt)	Complete Task		No	2026-01-14 12:11:03	Every Month (Next due on 2026-02-14)
<input type="checkbox"/>	Lubricate machine (Hammer Strength Iso-Lateral DY Row)	Task Files		No	2023-12-06 15:53:01	Every Month (Overdue since 2024-01-06)
<input type="checkbox"/>	Lubricate machine (Bench Press)	Defer Task		No	2026-01-14 12:10:15	Every Month (Next due on 2026-02-14)
<input type="checkbox"/>	Lubricate machine (Hack Squat Machine)	Edit Task		No	2026-01-14 12:10:50	Every 2 Days (Next due on 2026-01-16)
<input type="checkbox"/>	Lubricate machine (Seated Calf Raise)	View Details		No	2023-12-06 15:53:01	Every Month (Overdue since 2024-01-06)
<input type="checkbox"/>	Lubricate machine (Cybox Cable Crossover)	Duplicate Task		No	2026-01-14 12:10:31	Every Month (Next due on 2026-02-14)
<input type="checkbox"/>	Oil joints	Task History		No	2026-01-14 12:09:58	Ad Hoc (No triggers have been defined)
<input type="checkbox"/>	Wipe down machine (Pec Fly and Rear Delt)	Delete Task		No	2026-01-14 12:11:03	Every Day (Next due on 2026-01-15)
<input type="checkbox"/>	Wipe down machine (Hammer Strength Iso-Lateral DY Row)	Regular		No	2023-12-06 15:53:01	Every Day (Overdue since 2023-12-07)
<input type="checkbox"/>	Wipe down machine (Bench Press)	Regular		No	2026-01-14 12:10:15	Every Day (Next due on 2026-01-15)
<input type="checkbox"/>	Wipe down machine (Hack Squat Machine)	Regular		No	2026-01-14 12:10:50	Every Day (Next due on 2026-01-15)
<input type="checkbox"/>	Wipe down machine (Seated Calf Raise)	Regular		No	2023-12-06 15:53:01	Every Day (Overdue since 2023-12-07)
<input type="checkbox"/>	Wipe down machine (Cybox Cable Crossover)	Regular		No	2026-01-14 12:10:31	Every Day (Next due on 2026-01-15)

Select "Duplicate Task" opening the Copy Task Modal.

Copy Inspect all joints for appropriate tightness ✕

New Name \*

Copy
Cancel

Edit the title of the task being copied and select the "Copy" button.

The newly copied task now shows on the asset's task schedule.

Revision #2

Created 2026-01-14 21:56:30 UTC by Mitzi Orkus

Updated 2026-01-23 01:32:23 UTC by Mitzi Orkus