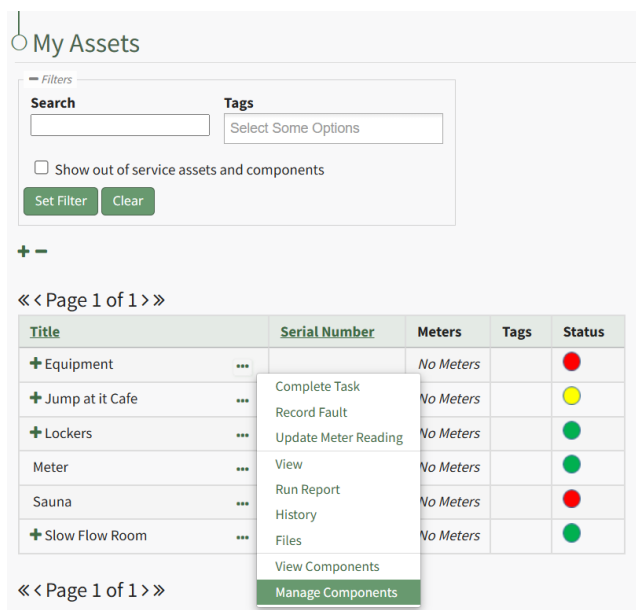


Copy and Rename a Task

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 of assets. A context menu is open over the 'Slow Flow Room' asset, showing options like 'Complete Task', 'Record Fault', 'Update Meter Reading', 'View', 'Run Report', 'History', 'Files', 'View Components', and 'Manage Components'.

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

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.

Manage Components of Equipment + ⋮

Filters

Search

Tags

Show archived assets Show out of service assets and components

+ -

« < Page 1 of 1 > »

Title	Serial Number	Meters	Tags	Status
Equipment ⋮		No Meters		●
↳ Bench Press ⋮		No Meters		●
↳ Bench Press Machine #1 ⋮		No Meters		●
↳ Bench Press Machine #2 🗨️ 📌 🔔 ⋮		No Meters		●
↳ Cybex Cable Crossover ⋮		No Meters		●
↳ Hack Squat Machine ⋮		No Meters		●
↳ Hammer Strength Iso-Lateral DY Row ⋮		No Meters		●
↳ Pec Fly and Rear Delt ⋮		No Meters		●

- Complete Task
- Record Fault
- Update Meter Reading
- Task Schedule**
- Run Report
- History
- Files
- Edit
- Manage Assignments

This opens the asset's Task Schedule Page.

Task Schedule for Equipment ⋮

Assets > Manage Assets > Equipment > Tasks

Equipment 🗨️ 📌 🔔

Meters

No Meters

Filters

Search

Tags

Show completed tasks Show generator tasks

« < Page 1 of 1 > »

<input type="checkbox"/>	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
<input type="checkbox"/>	● Inspect all joints for appropriate tightness 🗨️ 📌 🔔 ⋮	Regular		No	2026-01-12 08:31:04	● Ad Hoc (No triggers have been defined)
<input type="checkbox"/>	● Oil joints 🗨️ 📌 🔔 ⋮	Regular		No	2026-01-12 08:31:04	● Ad Hoc (No triggers have been defined)

Click the three-dot icon to the right of the task you wish to copy opening the Task Management 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

<< Page 1 of 1 >>

<input type="checkbox"/>	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
<input type="checkbox"/>	Fault logged 2023-01-20: broken (Hack Squat Machine) (0)	Corrective		Indefinitely	Never	test
<input type="checkbox"/>	Inspect all joints for appropriate tightness (0)	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) (0)	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) (0)	Defer Task		No	2023-12-06 15:53:01	Every Month (Overdue since 2024-01-06)
<input type="checkbox"/>	Lubricate machine (Bench Press) (0)	Edit Task		No	2026-01-14 12:10:15	Every Month (Next due on 2026-02-14)
<input type="checkbox"/>	Lubricate machine (Hack Squat Machine) (0)	View Details		No	2026-01-14 12:10:50	Every 2 Days (Next due on 2026-01-16)
<input type="checkbox"/>	Lubricate machine (Seated Calf Raise) (0)	Duplicate Task		No	2023-12-06 15:53:01	Every Month (Overdue since 2024-01-06)
<input type="checkbox"/>	Lubricate machine (Cybox Cable Crossover) (0)	Task History		No	2026-01-14 12:10:31	Every Month (Next due on 2026-02-14)
<input type="checkbox"/>	Lubricate machine (Cybox Cable Crossover) (0)	Delete Task		No	2026-01-14 12:10:31	Every Month (Next due on 2026-02-14)
<input type="checkbox"/>	Oil joints (0)	Regular		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) (0)	Regular		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) (0)	Regular		No	2023-12-06 15:53:01	Every Day (Overdue since 2023-12-07)
<input type="checkbox"/>	Wipe down machine (Bench Press) (0)	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) (0)	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) (0)	Regular		No	2023-12-06 15:53:01	Every Day (Overdue since 2023-12-07)
<input type="checkbox"/>	Wipe down machine (Cybox Cable Crossover) (0)	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