

Defer a Task

To defer/postpone a task for completion at a future time, open the Task Schedule Page for the Asset of interest.

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.

My Assets

Filters

Search

Tags

Select Some Options

Show out of service assets and components

Set Filter

Clear

+ -

<< Page 1 of 1 >>

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		●

<< Page 1 of 1 >>

Complete Task

Record Fault

Update Meter Reading

View

Run Report

History

Files

View Components

Manage Components

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

Select Some Options

Show archived assets

Show out of service assets and components

Set Filter

Clear

+ -

<< 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		

This opens the asset's Task Schedule Page.

Task Schedule for Equipment

Assets > Manage Assets > Equipment > Tasks

Equipment

Refresh Status

Take out of service

View 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 >>

	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
	Inspect all joints for appropriate tightness	Regular		No	2026-01-12 08:31:04	Ad Hoc (No triggers have been defined)
	Oil joints	Regular		No	2026-01-12 08:31:04	Ad Hoc (No triggers have been defined)

Task Schedule for Equipment

Equipment

Refresh StatusTake out of serviceHide ComponentsView Cost and Time

Meters
No Meters

Add TaskCreate Permissive GroupApply Task Template

Filters

Search

Tags

Set FilterClear

With SelectedShow completed tasksShow generator tasks

<< Page 1 of 1 >>

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

Click the three-dot icon to the right of the task you wish to defer opening the Task Schedule Table Context Menu. Select “Defer Tasks” from the context menu opening the Defer Task Modal.

Defer Update Market prices

Deferred☐

SaveCancel

When the user selects the Deferred checkbox, the Defer Task Modal expands.

Defer Update Market prices

Deferred☒

Defer TypeDate

Defer Until

Notes

SaveCancel

A dropdown menu prompts the user to select the type of deferment: date or meter metric.

A Date deferment allows the user to select a date that the task will be deferred until. Add any desired notes and select “Save” to record the deferment.

If an individual meter is selected as the deferment type, the Defer Task modal will display the current meter reading and allow the user to input a new meter reading. The task will be postponed until the newly input meter reading is hit.

Add any desired notes and select the “Save” button to record the deferment.

Revision #3

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