

Delete a File Attached to a Task

To delete a file attached to a specific task, 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

Equipment

Bench Press

Bench Press Machine #1

Bench Press Machine #2

Cybex Cable Crossover

Hack Squat Machine

Hammer Strength Iso-Lateral DY Row

Pec Fly and Rear Delt

Serial Number

Meters

Tags

Status

No Meters

No Meters

No Meters

No Meters

No Meters

No Meters

No Meters

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

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

Inspect all joints for appropriate tightness

Oil joints

Type

Tags

Deferred/Suspended

Last Performed

Details

Regular

Regular

No

No

2026-01-12 08:31:04

2026-01-12 08:31:04

Ad Hoc (No triggers have been defined)

Ad Hoc (No triggers have been defined)

Task Schedule for Jump at it Cafe

Jump at it Cafe

Refresh Status

Take out of service

View Components

View Cost and Time

Meters

Blade change (Blender) : 10 (2023-05-20 13:42:39)

Test Motor (Blender) : 10 (2023-05-20 13:42:39)

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

Morning Prep Vegetables and Fruits for Smoothies

Sweep and Mop Floor

Update Market prices

Wipe Counters

Type

Tags

Deferred/Suspended

Last Performed

Details

Regular

Regular

Regular

Regular

No

No

No

No

2026-01-15 09:56:52

2026-01-12 08:31:59

2026-01-12 08:31:59

2026-01-15 09:57:17

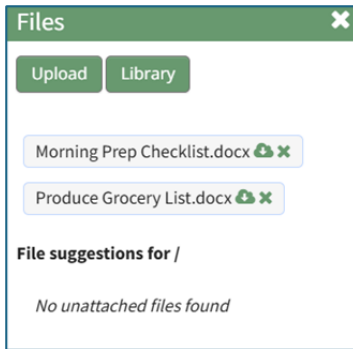
Every Day (Next due on 2026-01-16)

Every Day (Overdue since 2026-01-13)

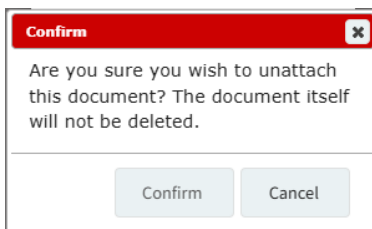
Every Month (Next due on 2026-02-12)

Every Day (Next due on 2026-01-16)

Click the three dot (...) icon next to the right of title whose files you wish to view on the Task Schedule Table opening the context menu. Select “Task Files” opening the Files modal.



Any files associated with the task are shown on the Files modal with two icons to the right. To delete the file, click the X icon to the right of the File Title, opening the Delete Files Confirmation Modal.



Click the "Confirm" button and the file will be deleted from the Task Files. The file itself will not be deleted.

Revision #2

Created 2026-01-15 16:06:47 UTC by Mitzi Orkus

Updated 2026-01-23 17:07:21 UTC by Mitzi Orkus