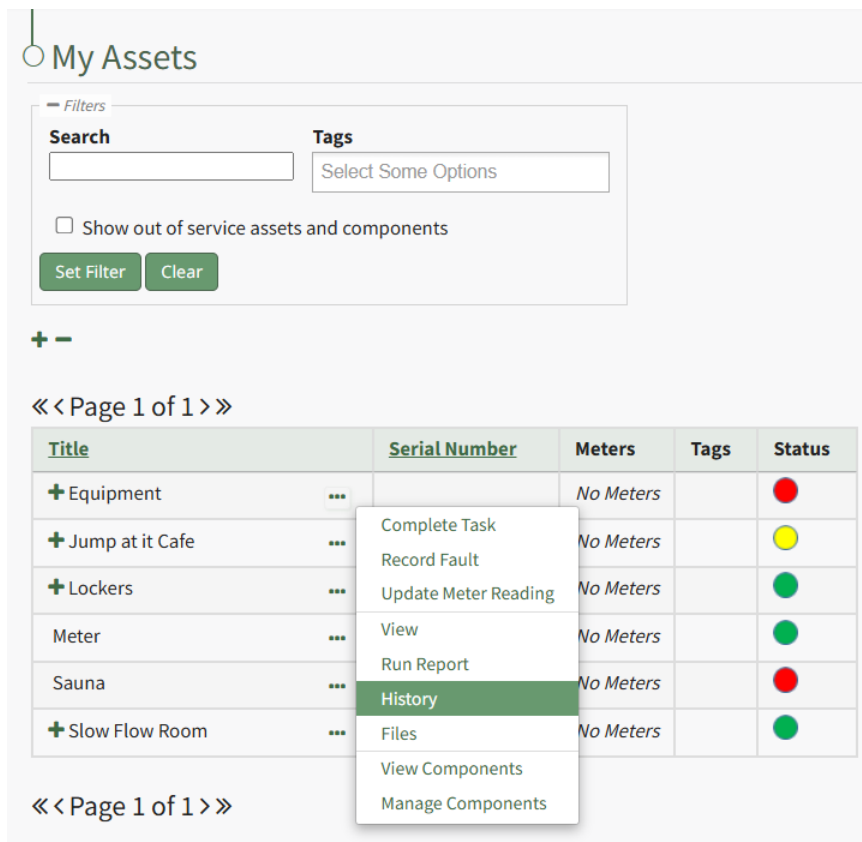


Delete Historical Task Records

To delete the historical records associated with an asset task, open the asset's History Page.

How To: View an Asset's Historical Logs

An asset's historical data can be accessed from an asset's History Page. To access an asset's history, go to the My Assets Page in the Assets Module on the Main Menu. Use the filters as needed to identify the access whose history you wish to view, and click the three-dot icon to the right of the asset name. This opens a context menu.



The screenshot shows the 'My Assets' page with a search and filter section at the top. Below this is a table of assets. A context menu is open over the 'Sauna' asset, showing options like 'Complete Task', 'Record Fault', 'Update Meter Reading', 'View', 'Run Report', 'History', 'Files', 'View Components', and 'Manage Components'. The 'History' 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 "History" from the context menu opening the Asset History Page.

History for **Jump at it Cafe** All Logs ⋮

Switch to logs for ▼

Task Log ☰

Asset/Component	Date	Task	Task Type	User	Notes	Attachments	Actions
Jump at it Cafe	2026-01-12 08:31:59	Wipe Counters	Regular	morkus		-	
Jump at it Cafe	2026-01-12 08:31:59	Update Market prices	Regular	morkus		-	
Jump at it Cafe	2026-01-12 08:31:59	Sweep and Mop Floor	Regular	morkus		-	
Jump at it Cafe	2026-01-12 08:31:59	Morning Prep Vegetables and Fruits for Smoothies	Regular	morkus		-	
Jump at it Cafe	2025-09-23 10:21:50	Update Market prices	Regular	morkus		-	
Jump at it Cafe	2025-09-23 10:21:39	Morning Prep Vegetables and Fruits for Smoothies	Regular	morkus		-	
Jump at it Cafe	2025-09-23 10:21:27	Sweep and Mop Floor	Regular	morkus		-	
Jump at it Cafe	2025-08-22 10:03:18	Morning Prep Vegetables and Fruits for Smoothies	Regular	morkus		-	
Jump at it Cafe	2024-01-26 14:58:01	Morning Prep Vegetables and Fruits for Smoothies	Regular	m_aimee		-	
Jump at it Cafe	2023-06-30 11:53:07	Wipe Counters	Regular	m_aimee		-	
Jump at it Cafe	2023-06-30 11:53:03	Update Market prices	Regular	m_aimee		-	
Jump at it Cafe	2023-06-30 11:52:59	Sweep and Mop Floor	Regular	m_aimee		-	
Jump at it Cafe	2023-06-30 11:52:49	Morning Prep Vegetables and Fruits for Smoothies	Regular	m_aimee		-	
Jump at it Cafe	2023-01-17 15:39:45	Wipe Counters	Regular	panderson		-	
Jump at it Cafe	2023-01-17 15:39:25	Morning Prep Vegetables and Fruits for Smoothies	Regular	panderson		-	

Defer Log ☰

Asset/Component	Date	Task	Deferred/Suspended Until	User	Notes	Actions
-----------------	------	------	--------------------------	------	-------	---------

Meter Log ☰

Asset/Component	Date	User	Meter	Reading	Attachments	Actions
-----------------	------	------	-------	---------	-------------	---------

Fault Log ☰

Asset/Component	Date	Title	Description	User	Attachments	Actions
-----------------	------	-------	-------------	------	-------------	---------

Click the trashcan icon in the Actions Column of the Log Table for the task record you wish to delete open the Delete Task Record Confirmation Modal.

Confirm
✕

Are you sure you wish to delete this task record?

Confirm

Cancel

Select "Confirm" and a popup confirms the record has been removed.

The record has been removed
✕

It is no longer visible in the log table.

Revision #2

Created 2026-01-14 22:01:58 UTC by Mitzi Orkus

Updated 2026-01-23 17:13:19 UTC by Mitzi Orkus