

Delete Multiple Tasks Simultaneously on the Task Schedule

To delete multiple tasks on a task schedule at the same time, open the Task Schedule you wish to edit in the Assets Module.

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

Search

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 Circuit Equipment

Circuit 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 >>

☐	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
☐	Inspect all joints for appropriate tightness	Regular	No	Never	Ad Hoc (No triggers have been defined)	
☒	Lubricate machine (Pec Fly and Rear Delt)	Regular	No	Never	Every Month (Overdue since 2023-01-15)	
☐	Lubricate machine (Hammer Strength Iso-Lateral DY Row)	Regular	No	Never	Every Month (Overdue since 2023-01-02)	
☐	Lubricate machine (Bench Press)	Regular	No	Never	Every Month (Overdue since 2025-09-05)	
☒	Lubricate machine (Hack Squat Machine)	Regular	No	Never	Every 2 Days (Overdue since 2025-08-19)	
☐	Lubricate machine (Seated Calf Raise)	Regular	No	Never	Every Month (Overdue since 2022-12-18)	
☒	Lubricate machine (Cybex Cable Crossover)	Regular	No	Never	Every Month (Overdue since 2022-12-18)	
☐	Oil joints	Regular	No	Never	Ad Hoc (No triggers have been defined)	
☒	Wipe down machine (Pec Fly and Rear Delt)	Regular	No	Never	Every Day (Overdue since 2023-01-15)	
☐	Wipe down machine (Hammer Strength Iso-Lateral DY Row)	Regular	No	Never	Every Day (Overdue since 2023-01-15)	
☐	Wipe down machine (Bench Press)	Regular	No	Never	Every Day (Overdue since 2023-01-15)	
☒	Wipe down machine (Hack Squat Machine)	Regular	No	Never	Every Day (Overdue since 2023-01-15)	
☐	Wipe down machine (Seated Calf Raise)	Regular	No	Never	Every Day (Overdue since 2023-01-15)	
☒	Wipe down machine (Cybex Cable Crossover)	Regular	No	Never	Every Day (Overdue since 2023-01-15)	

Select the checkboxes for all tasks you wish to delete from the task schedule and click the "With Selected" button above the Task Schedule Table opening the With Selected Tasks Modal.

With Selected Tasks

Complete 6 tasks now

Delete 6 tasks now

Cancel

Click the "Delete # Tasks Now" button opening a confirmation modal which states, "Are you sure you wish to delete these tasks?"

traversefences.kastrack.com says

Are you sure you wish to delete these tasks?

OK

Cancel

Click the "OK" button and a popup confirms the number of tasks deleted.

Task Schedule for

6 tasks were deleted

Circuit 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 >>

	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
☐	☐ Inspect all joints for appropriate tightness (0) ✓	---	Regular	No	Never	☐ Ad Hoc (No triggers have been defined)
☐	☐ Lubricate machine (Hammer Strength Iso-Lateral DY Row) (0) ✓	---	Regular	No	Never	☐ Every Month (Overdue since 2023-01-02)
☐	☐ Lubricate machine (Bench Press) (0) ✓	---	Regular	No	Never	☐ Every Month (Overdue since 2025-09-05)
☐	☐ Lubricate machine (Seated Calf Raise) (0) ✓	---	Regular	No	Never	☐ Every Month (Overdue since 2022-12-18)
☐	☐ Oil joints (0) ✓	---	Regular	No	Never	☐ Ad Hoc (No triggers have been defined)
☐	☐ Wipe down machine (Hammer Strength Iso-Lateral DY Row) (0) ✓	---	Regular	No	Never	☐ Every Day (Overdue since 2023-01-15)
☐	☐ Wipe down machine (Bench Press) (0) ✓	---	Regular	No	Never	☐ Every Day (Overdue since 2023-01-15)
☐	☐ Wipe down machine (Seated Calf Raise) (0) ✓	---	Regular	No	Never	☐ Every Day (Overdue since 2023-01-15)

The deleted tasks no longer show in the Task Schedule table.

Revision #2
Created 2026-01-14 22:07:17 UTC by Mitzi Orkus
Updated 2026-01-23 17:15:11 UTC by Mitzi Orkus