

Display Completed Tasks and Generator Tasks in the Task Schedule Table

To display completed tasks or generator tasks in the task schedule table, open the relevant asset's Task Schedule Page.

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

+ -

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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		●

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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

+ -

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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 StatusTake out of serviceView ComponentsView Cost and Time

Meters

No Meters

Add TaskCreate Permissive GroupApply 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	2026-01-12 08:31:04	Ad Hoc (No triggers have been defined)
☐	Oil joints (0) ✓	Regular		No	2026-01-12 08:31:04	Ad Hoc (No triggers have been defined)

Task Schedule for Equipment

Assets > Manage Assets > Equipment > Tasks

Equipment

Refresh StatusTake out of serviceView Sub ComponentsView Cost and Time

Meters

No Meters

Add TaskCreate Permissive GroupApply Task Template

Search for Task:

Search

Clear

With Selected

Show completed tasks

Show generator tasks

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	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
☐	Inspect all joints for appropriate tightness (0) ✓	Regular		No	2023-06-02 15:05:56	Ad Hoc (No triggers have been defined)
☐	Oil joints (0) ✓	Regular		No	2023-06-02 15:05:56	Ad Hoc (No triggers have been defined)

Use the checkboxes to “Show completed tasks” and “Show generator tasks” on the Task Schedule Table.

Once selected, the Task Schedule Table will refresh to include the selected tasks.

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