

Download a File Attached to a Task

To download 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

+ -

<< 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 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	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 Jump at it Cafe

Jump at it Cafe

Refresh StatusTake out of serviceView ComponentsView 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 TaskCreate Permissive GroupApply Task Template

Filters

Search

Tags

Select Some Options

Set Filter

Clear

With Selected

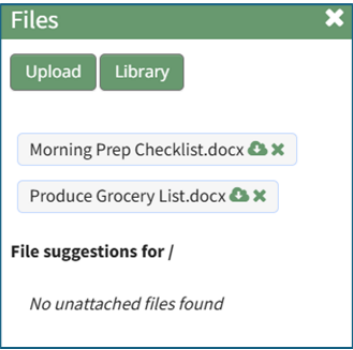
☐ Show completed tasks

☐ Show generator tasks

<< Page 1 of 1 >>

	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
☐	Morning Prep Vegetables and Fruits for Smoothies	Regular		No	2026-01-15 09:56:52	Every Day (Next due on 2026-01-16)
☐	Sweep and Mop Floor	Regular		No	2026-01-12 08:31:59	Every Day (Overdue since 2026-01-13)
☐	Update Market prices	Regular		No	2026-01-12 08:31:59	Every Month (Next due on 2026-02-12)
☐	Wipe Counters	Regular		No	2026-01-15 09:57:17	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 download the file, click the cloud icon to the right of the File Title, opening the View Files Modal.



Clicking the document title or the download button will download the attached file to your personal device.