

Download Historical Task Attachments

To download attachments associated with historical tasks, open the History Page of the relevant asset.

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.

My Assets

Filters

Search

Tags

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 "History" from the context menu opening the Asset History Page.

History for Equipment

All Logs

Switch to logs for
[View logs for all components](#)

Task Log

Asset/Component	Date	Task	Task Type	User	Notes	Attachments	Actions
Equipment	2026-01-14 12:09:58	Oil joints	Regular	morkus		-	
Equipment	2026-01-14 12:09:58	Inspect all joints for appropriate tightness	Regular	morkus		-	
Equipment	2026-01-12 08:31:04	Oil joints	Regular	morkus		-	
Equipment	2026-01-12 08:31:04	Inspect all joints for appropriate tightness	Regular	morkus		-	
Equipment	2023-12-06 15:52:27	Oil joints	Regular	m_aimee		-	
Equipment	2023-06-02 15:05:56	Oil joints	Regular	m_aimee		-	
Equipment	2023-06-02 15:05:56	Inspect all joints for appropriate tightness	Regular	m_aimee		-	
Equipment	2023-05-19 19:07:15	Fault logged 2023-05-19: Bench Press	Corrective	m_aimee		-	
Equipment	2023-05-19 18:52:19	Inspect all joints for appropriate tightness	Regular	m_aimee		-	

Defer Log

Asset/Component	Date	Task	Deferred/Suspended Until	User	Notes	Actions
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Meter Log

Asset/Component	Date	User	Meter	Reading	Attachments	Actions
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Fault Log

Asset/Component	Date	Title	Description	User	Attachments	Actions
Equipment	2023-05-19 19:01	Bench Press	Bench Press broken	m_aimee	-	

Select the download icon in the Attachments Column of the Log Table opening a Download Attachments Modal that generates a clickable link.

Downloading Attachments

One time download is ready.

[task-files-2026-01-14_16-55-31.zip \(212.00B\)](#)

Cancel

Click the link and the task record's attachment will be downloaded to your personal device.