

Edit the Date / Time of Task Completion for Historical Tasks

To edit the date/time of task completion for historical task records, open the relevant asset's 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 paper pencil icon in the Actions Column to the right of the historical task record you wish to edit.

Edit Log Entry

Task Date *

2026-01-14

12:09:58

Notes

Save

Cancel

This opens the Edit Log Entry Modal where the date and time can be edited and additional notes can be included.

Select "Save" and the system returns you to the asset's History Page.

Revision #1

Created 2026-01-14 22:57:08 UTC by Mitzi Orkus

Updated 2026-01-14 23:01:07 UTC by Mitzi Orkus