

# Log a Task has been Completed

In order to log that a task has been completed and is current/up to date (a green task status), go to the Upcoming Task Table on the Home Page of the Assets Module. Select the “Complete Task” button from the top of the Your Upcoming Tasks Page.

Assets > Home

## Your Upcoming Tasks

Update Meter Reading Complete Task Record Fault

+ - Show:  Warn  Deferred

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Title	Serial Number	Tasks	Status
+ ... Equipment		<b>Cybex Cable Crossover : Lubricate machine</b> (0) ● Every Month (Overdue since 2025-09-09)	●
		<b>Cybex Cable Crossover : Wipe down machine</b> (0) ● Every Day (Overdue since 2025-08-19)	
		● <b>Hack Squat Machine : Fault logged 2023-01-20: broken</b> (Deferred indefinitely) (0) ● test	

The Choose Asset Modal will prompt you to identify which asset you want to log data for. Click the bulleted list icon to access your assets. Selecting the plus sign “+” icon will expand the components under the asset.

Selecting “Complete Task” from the three dot (...) context menu to the right of the asset / component title will open the same modal for the specified asset.

### Choose Asset to complete task

Asset or Component

- + [Equipment](#)
- + [Jump at it Cafe](#)
- + [Lockers](#)
- [Meter](#)
- [Sauna](#)
- + [Slow Flow Room](#)

Select the appropriate asset, opening the asset's Complete Task Modal. Click the green View All clickable link to list all tasks associated with the selected asset, including tasks that are current /

up to date (green status).

Equipment ✕

Serial:

### Complete Task

Check the tasks performed ([Hide Green](#))

Filter:   Show Components

**Inspect all joints for appropriate tightness** (0)  
● All triggers are OK

**Oil joints** (0)  
● All triggers are OK

Task Performed:  hh:mm:ss [Now](#)

To attach files, drag or click

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Serial numbers and the asset description will show at the top of the modal.

Clicking the “Show Subcomponents” checkbox shows any subcomponent tasks associated with the asset, expanding the modal when selected.

Beneath the task in bold is a note that indicates the parameters for the task, referred to as a trigger in KAStrack. Triggers refer to the task behavior, frequency or usage standards that KAStrack will apply to tasks to determine their schedule for completion.

To log the task, select the checkbox of the completed task. You can manually enter the date (MM/DD/YYYY format) and time (hh:mm:ss format) that the task was completed, or select “Now” in order to input the current date and time.

Click the “Complete Task” button to save the changes and complete the task. Click cancel to return to the Assets Module Homepage.

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