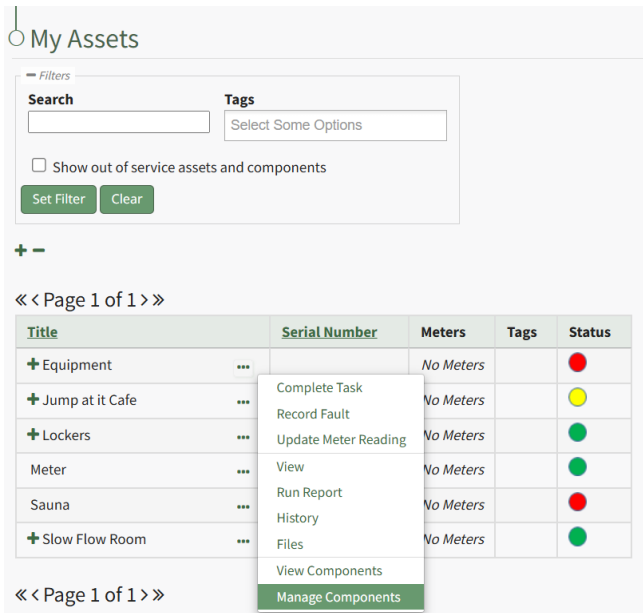


Upload a Task File

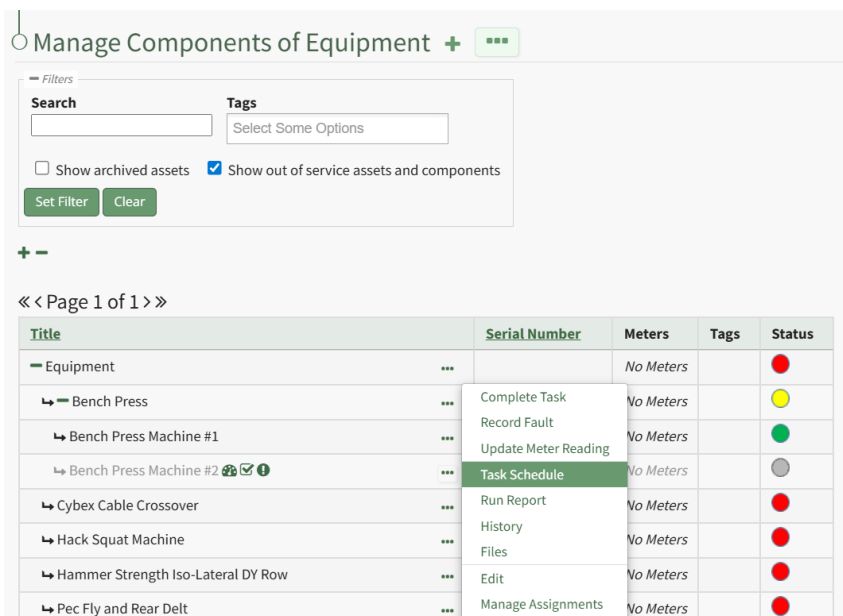
To upload a file to a task, open the Manage Assets Page in the Assets Module on the Main Menu. Use filters as needed and identify the asset/component with the task you want to upload a file to. Click the three-dot icon to the right of the asset title opening the Asset Management Context Menu.



The screenshot shows the 'My Assets' page with a search and filter section at the top. Below the filters is a table of assets. A context menu is open for the 'Slow Flow Room' asset, showing options like 'Complete Task', 'Record Fault', 'Update Meter Reading', 'View', 'Run Report', 'History', 'Files', 'View Components', and 'Manage Components'.

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		●

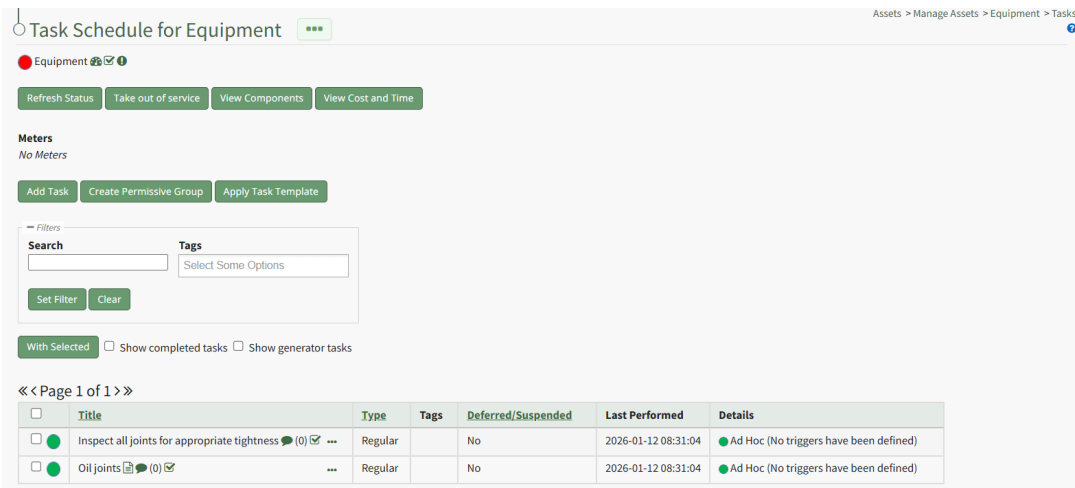
Select the "Manage Components" option, opening the Manage Asset Components Page. Select the three-dot icon to the right of the asset/component you wish to add interim notes to and select Task Schedule from the context menu.



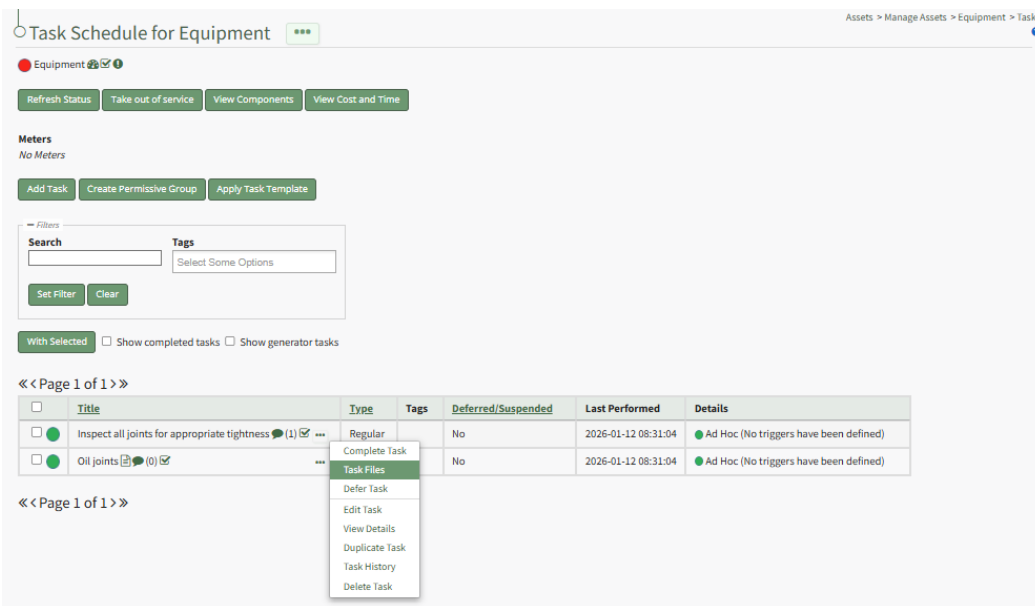
The screenshot shows the 'Manage Components of Equipment' page with a search and filter section at the top. Below the filters is a table of components. A context menu is open for the 'Bench Press Machine #2' component, showing options like 'Complete Task', 'Record Fault', 'Update Meter Reading', 'Task Schedule', 'Run Report', 'History', 'Files', 'Edit', and 'Manage Assignments'.

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		●

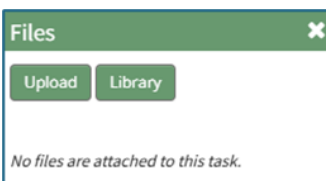
This opens the asset's Task Schedule.



To upload a task file, click the three dot (...) icon next to the task title on the Task Schedule Table opening the context menu.



Select "Task Files" on context menu, opening the Files modal.



Select "Upload" to open the Upload File Modal.

The image shows a modal form for file upload. At the top left, there is a button labeled "Choose File" and the text "No file chosen". Below this is a "Title" field with a red asterisk and a placeholder "[Auto entered as the filename on upload, if left blank]". The "Version" field has a red asterisk and contains the number "1". The "Description" field is a larger text area. At the bottom right, there are two buttons: "Save" (highlighted in green) and "Cancel".

Select the “Choose File” button to select the desired file from your computer. Add a file title, or KAStrack will use the name already attached to the file. Input a version number for the file and a description.

KAStrack recommends PDFs as the preferred file type.

Select “Save” to upload the file to the task or “Cancel” to close the modal and return to the Task Schedule Page.

Revision #3

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