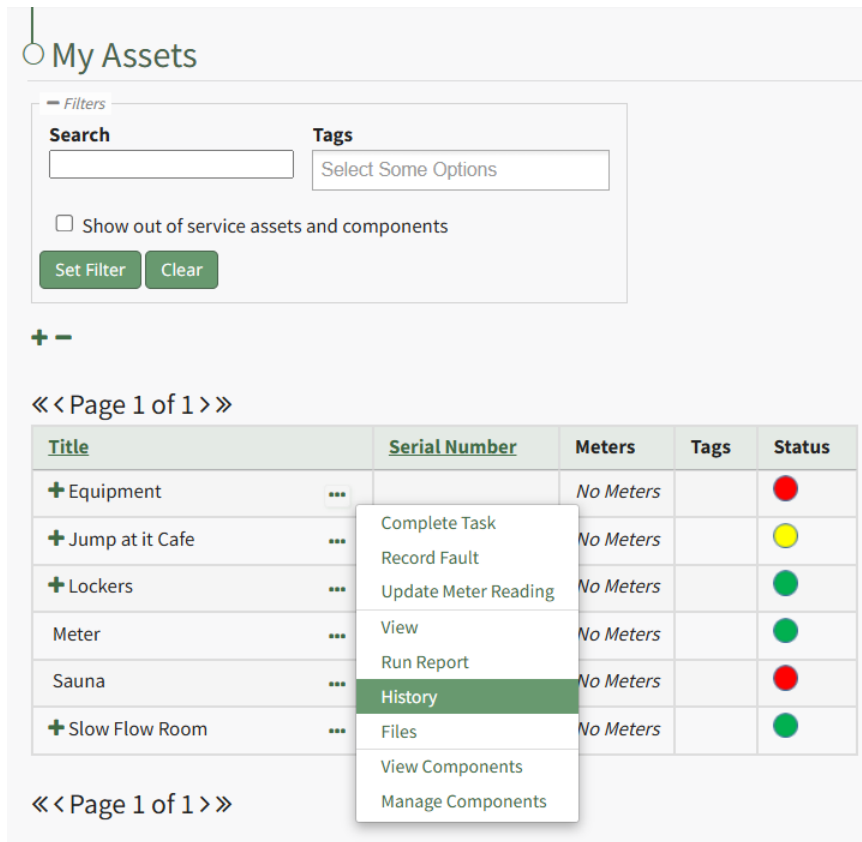


View a File Attached to a Task

To view a file associated with a specific task, open the Task Schedule Page for the asset of interest.

How To: View an Asset's Task Schedule

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.



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

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

Task Schedule for Jump at it Cafe

Jump at it Cafe

Refresh Status Take out of service View Components View 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 Task Create Permissive Group Apply Task Template

Filters
 Search Tags
 Select Some Options
 Set Filter Clear

With Selected Show completed tasks Show generator tasks

<< Page 1 of 1 >>

<input type="checkbox"/>	Title	Type	Tags	Deferred/Suspended	Last Performed	Details
<input type="checkbox"/>	Morning Prep Vegetables and Fruits for Smoothies (0) ☑	Regular		No	2026-01-15 09:56:52	Every Day (Next due on 2026-01-16)
<input type="checkbox"/>	Sweep and Mop Floor (0) ☑	Regular		No	2026-01-12 08:31:59	Every Day (Overdue since 2026-01-13)
<input type="checkbox"/>	Update Market prices (0) ☑	Regular		No	2026-01-12 08:31:59	Every Month (Next due on 2026-02-12)
<input type="checkbox"/>	Wipe Counters (0) ☑	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.

Files

Upload Library

Morning Prep Checklist.docx

Produce Grocery List.docx

File suggestions for /

No unattached files found

Any files associated with the task are shown on the Files modal.

Revision #4

Created 2025-12-07 20:19:31 UTC by Mitzi Orkus

Updated 2026-01-23 17:25:50 UTC by Mitzi Orkus