

View Interim Notes Associated with Historical Tasks

To view interim notes associated with historical tasks, open the relevant asset's History Page.

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.

The screenshot shows the 'My Assets' page with a filter section at the top. Below the filter is a table of assets. A context menu is open over the 'Sauna' row, with 'History' highlighted. The table has columns for Title, Serial Number, Meters, Tags, and Status.

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.

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	MMO approved	-	
Equipment	2026-01-13 12:09:58	Inspect all joints for appropriate tightness	Regular	morkus	MMO approved	Produce-Grocery-List.docx	
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_amee		-	
Equipment	2023-06-02 15:05:56	Oil joints	Regular	m_amee		-	
Equipment	2023-06-02 15:05:56	Inspect all joints for appropriate tightness	Regular	m_amee		-	
Equipment	2023-05-19 19:07:15	Fault logged 2023-05-19: Bench Press	Corrective	m_amee		-	
Equipment	2023-05-19 18:52:19	Inspect all joints for appropriate tightness	Regular	m_amee		-	

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_amee	-	

Click the Dialogue Icon in the Actions Column to the right of the task whose interim notes you wish to view opening the Interim Notes Modal which displays any interim notes made on the historical task record.

Interim Notes ✕

No interim notes found

If no interim notes were made on the task, the modal will indicate that no interim notes were found.

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