



PROTEUS MMX TRAINING MANUAL –
TASKS

EAGLE TECHNOLOGY, INC.



CONTENTS

Tasks	2
1. Overview	2
2. Details	3
Prefixes	4
Suffixes	4
3. Entering Data	4
To Enter New Task into Database	4

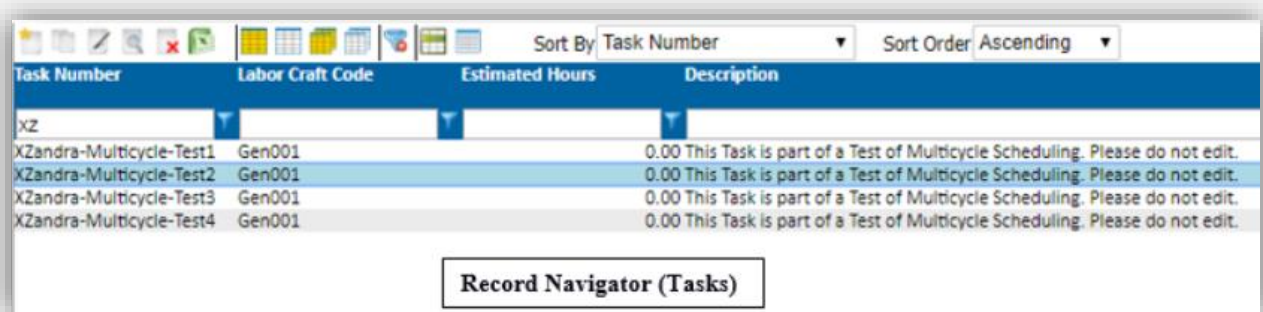
TASKS

1. OVERVIEW

The Tasks page in the **Work Orders** Functional Area functions to create specific maintenance tasks that are used in the completion of work orders and performed at regular intervals. A task that allows a description, labor craft, and estimated hours of completion to be associated with it. Tasks can be generic, such as replace, inspect, or calibrate. They can also be safety-related or machine-specific tasks.

The fields list in the Record Navigator are:

- Task Number
- Description
- Labor Craft Code
- Estimated Hours



Sort By: Task Number Sort Order: Ascending

Task Number	Labor Craft Code	Estimated Hours	Description
XZ			
XZandra-Multicycle-Test1	Gen001	0.00	This Task is part of a Test of Multicycle Scheduling. Please do not edit.
XZandra-Multicycle-Test2	Gen001	0.00	This Task is part of a Test of Multicycle Scheduling. Please do not edit.
XZandra-Multicycle-Test3	Gen001	0.00	This Task is part of a Test of Multicycle Scheduling. Please do not edit.
XZandra-Multicycle-Test4	Gen001	0.00	This Task is part of a Test of Multicycle Scheduling. Please do not edit.

Record Navigator (Tasks)

2. DETAILS

The Details Tab consists of fields directly related to task management. These fields are:

- Task Number
- Description
- Labor Craft Code
- Estimated Hours

Note: Devote careful planning to the development of the task code library and tasks descriptions. The effort spent in devising task codes tailored to the facility's operations will result in easier work order production and clear, precise maintenance procedures.

Task AMB-SVG-002-26

Task Number	Labor Craft Code	Estimated Hours
AMB-SVG-002-26	TECHNICIAN	16.00
UserField 1	UserField 2	UserField 3
UserField 4	UserField 5	

1. Check that there are no products left on the machine. Otherwise wait until the last product has left the machine.

2. Make sure that the main switch is set to 'Off' to isolate the machine from the power supply before carrying out work on the machine.

3. Open or remove all covers on the straight sections to clean the machine.

4. Remove the belts of the machine in the following sequence - Move the chain link marked with the yellow dot (see picture below) on the belt slowly to the place where you want to remove the belt out of the machine. - Remove the slats at the position from the machine in steps of 5 metres.

5. Clean the conveyor plates, wear strips and other dirty parts of the machine. Use the appropriate cleaning agent completely.

Details Tab

A Task Number identifies all tasks. Use any numbering scheme that makes sense. However, it is preferable to number by type of work or by type of equipment.

Using a logical numbering scheme, tasks can be organized into groups by prefixes and suffixes like the following examples:

PREFIXES:

- **INSP** – Inspection
- **LUB** – Lubrication
- **VIB** – Vibration
- **CAL** – Calibration
- **CLN** – Cleaning
- **FAB** – Fabrication
- **LOP** – Lockout/Tag Out Procedure
- **ADJ** – Adjust
- **CHG** – Change
- **TST** – Test

SUFFIXES:

- **000-099** – Custodial
- **100-199** – Electrical
- **200-299** – Mechanical
- **300-399** – HVAC
- **400-499** – Facilities
- **500-599** – Carpentry
- **600-699** – Painting
- **700-799** – Plumbing
- **800-899** – Bldg./Grounds
- **900-999** – Welding

Tasks can also be assigned a labor craft, which will determine which employees can perform a task. Tasks can also be assigned a number designating the estimated hours to complete the task. This is used in scheduling labor on a work order.

3. ENTERING DATA

TO ENTER A NEW TASK INTO THE DATABASE, FOLLOW THESE STEPS:

1. From the Tasks Record Navigator, select the **New** icon.
2. Enter the Task Number, Labor Craft Code, and Description. You can also enter the Estimated Hours for the task.
Note: Each Task Number must be unique.
3. Select the **Save** icon on the top-right of the screen. (You can also select the **Save and Continue** icon on the top-right of the screen if you wish to add another new Task now.)