

## Complete a Task (Planned Maintenance)

Click on any task to open it. From this window you can add notes, attachments, change the severity level, and connect to the component/ equipment affected. You can also click the print icon to print out the detailed work order/ task. This will only print out the basic task- not attachments.

1 GYRE Rescue Boat Weekly Inspection

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1.1 *Print the attached checklist and take it with you as you do the inspection. Each FAILED item will generate a new, separate task in Helm. Include the notes for the failed item and keep the task OPEN until the repair is completed.*

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1.2 Equipment Checks Fail  Pass

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1.3 Supplies Checks Fail  Pass

If the task requires you to complete an attached form, you will need to print it out the blank attachment. Click the **Attachments** icon

←
GYRE Rescue Boat Weekly Inspection

🖨️
🕒
📄 0
📄 0
📎 1

Attachments: GYRE Rescue Boat Weekly Inspection

📎 Attach

Name	From	Type	Size	Attached
GYRE BRG RESCUE BOAT WEEKLY checklists-APR2020	Templates	docx	21.6 KB	04/22/2020 13:28

The document will not open in the window (frustrating), but will ask you where you want to save it. So you actually have to download it to view or print.