Create a Task (Unplanned Maintenance)

Scenario: During coring operations one of the hydraulic lines burst, spilling fluid on the deck (but did not go into the water). You have to replace the hydraulic line.

Task: Conmaco winch- replace hydraulic line

You can create a new task from either **Onboard/ Logs** or **Onboard/ Overview**.

To create an unplanned maintenance task, open Logs or Overview and on the upper right of the window, click New Task or Log new Task. Then Log Task.

🖶 🛛 🕒	lew Task Or	✤ Log a new event	 Log a new task
Select an option			
	🏂 Log Task	> Replace Compo	ment
			Cancel

Two very important points!!

Use the NAMING PROTOCOL in the Task Description and LINK the task to the equipment repaired (if equipment is in the components list.)

<u>1. First word in the title is always the EQUIPMENT</u> that was affected, followed by the repair done.

In this case, the title would be: "WINCH- hydraulic hose replaced"

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HELM TIPS

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Link the equipment using the **Component** field. **Scroll through the list to see the available components.**

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Enter your name in the **Created by** box. In the **Show in** box, enter the department responsible for completing the repair. The task will appear in only one workspace- Bridge or Engineering. A task cannot be assigned to both departments.

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HELM TIPS

Use the scroll bar and scroll down to **Planned Task** section. Choose **Asset** if vessel is to complete work, **Dry Dock** if it has to wait until then and **Shore** if it requires shoreside intervention (like EPIRB sticker renewal).

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Assign to *		Assignee		
Asset	30	Select a name		
Scheduled Due		Vendors		
	Select a date	Select a vendo	la la	

If this task has NOT yet been completed, click the **Create Task** button. The task will appear in the To Do list of the department you assigned in the **Show in** box.

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If the task has been completed, Click the Finish button and the final screen will appear. Put the name of the person who completed the repair in the "Who was this resolved by?" box. Enter a quick

description in the "**How was this resolved**?" box and then **Finish** Task. The task will the move to the History tab.

New Task				
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When was this reso	ived?	1	Who was this resolved by?	
03/25/2020	13:16		XCharlie Emerson	
How was this resolu	ved?			
line replaced	r l			
			Ci	incel 🕞 Finish Task

And you MUST ADD NOTES in the "How was this resolved?" box.