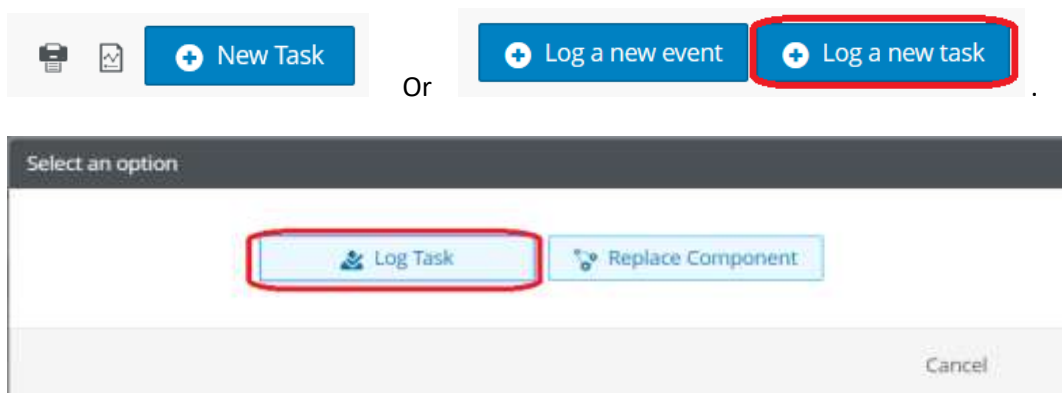# Create a Task (Unplanned Maintenance)

**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**.
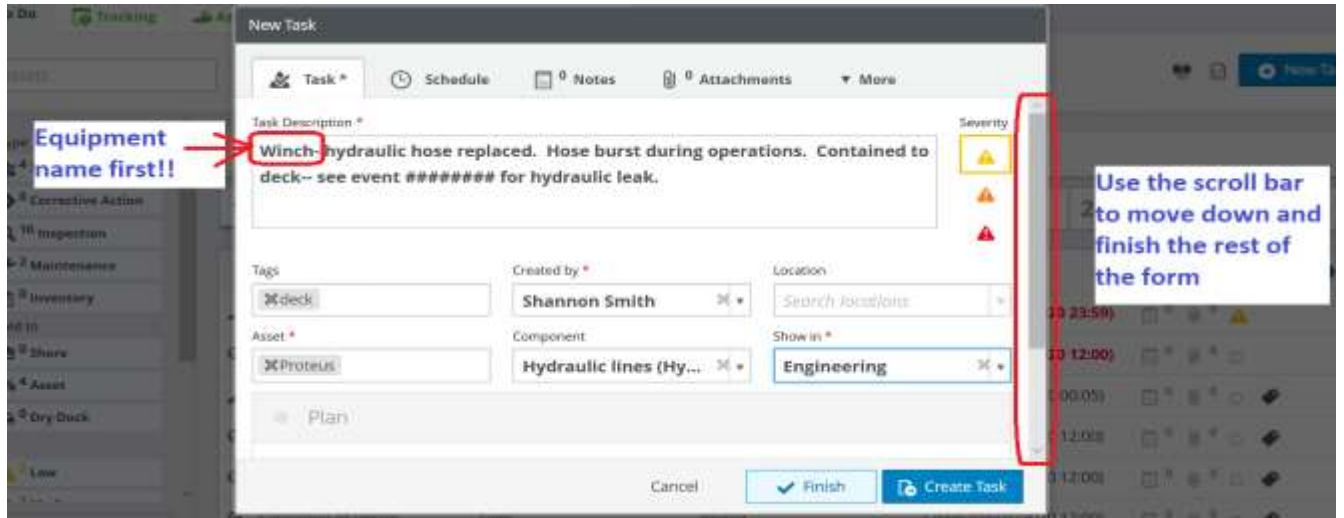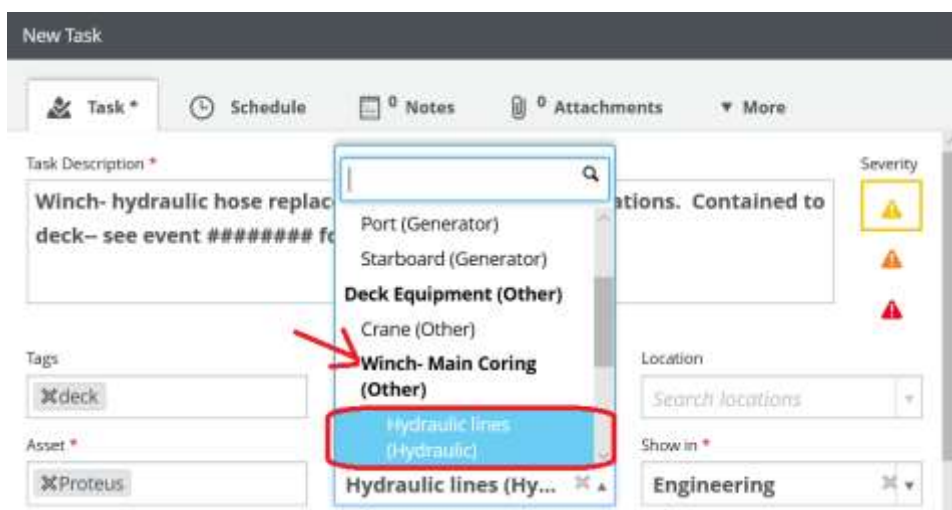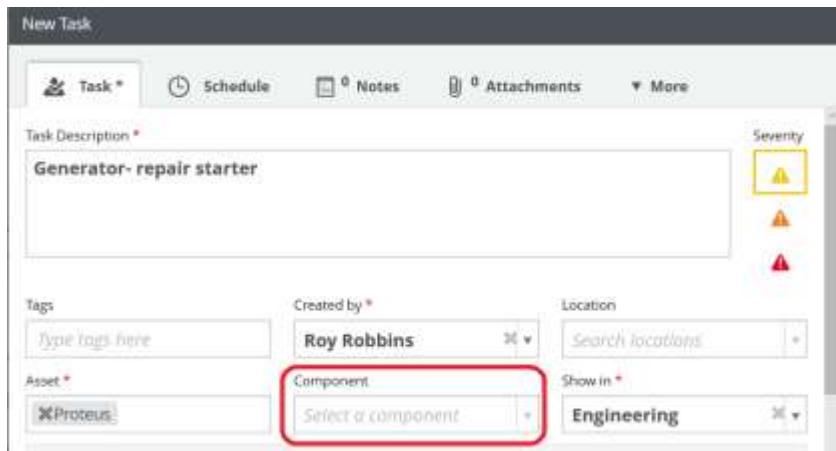


## Two very important points!!

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

**1. First word in the title is always the EQUIPMENT** that was affected, followed by the repair done.

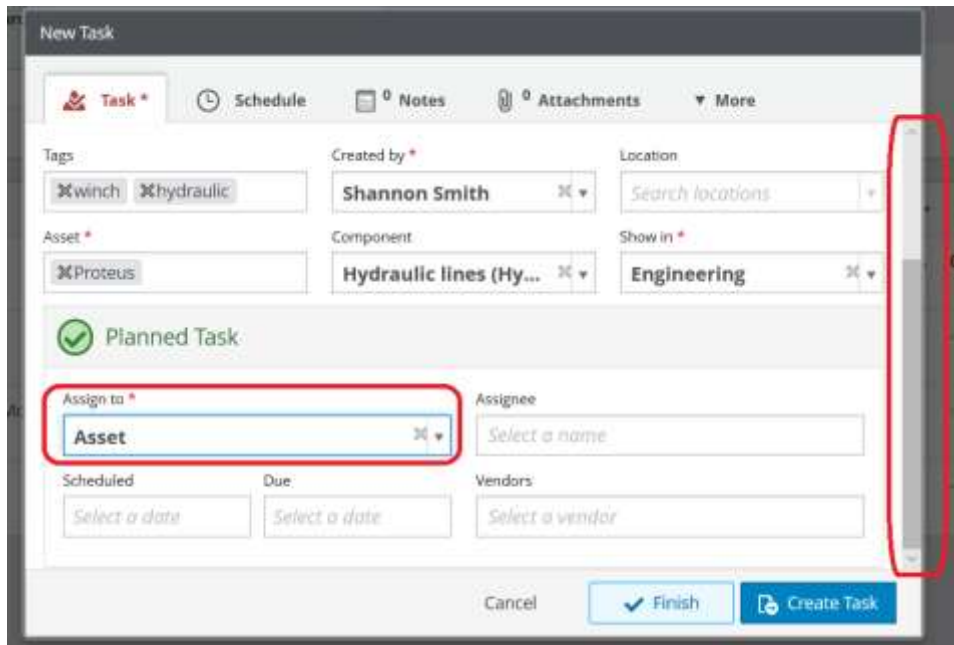In this case, the title would be:  "**WINCH- hydraulic hose replaced**"

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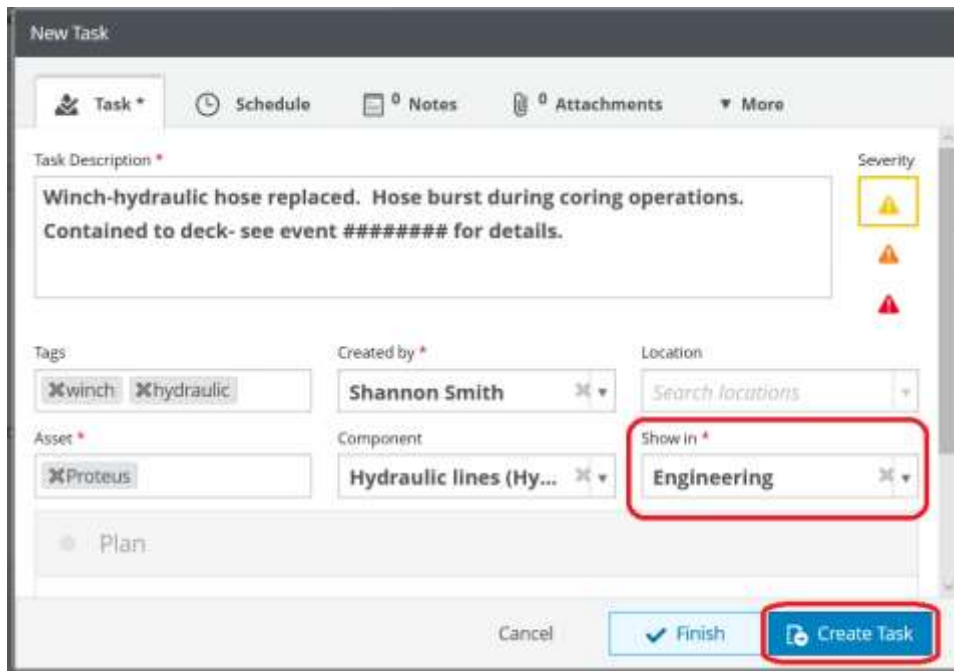




Enter your name in the **Created by** box. In the **Show in** box, enter the department responsible for completing the repair. The task will appear in only one workspace- Bridge or Engineering.  A task cannot be assigned to both departments.

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).



**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.



**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**

| 👤 Task * | 🕐 Schedule | 📋 ⁰ Notes | 📎 ⁰ Attachments | ▼ More |

Task Description

**Winch-hydraulic hose replaced. Hose burst during coring operations. Contained to deck- see event ######## for details.**

When was this resolved?

| 03/25/2020 | 13:16 |

Who was this resolved by? *

✖Charlie Emerson

How was this resolved?

line replaced

Cancel    📷 Finish Task

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