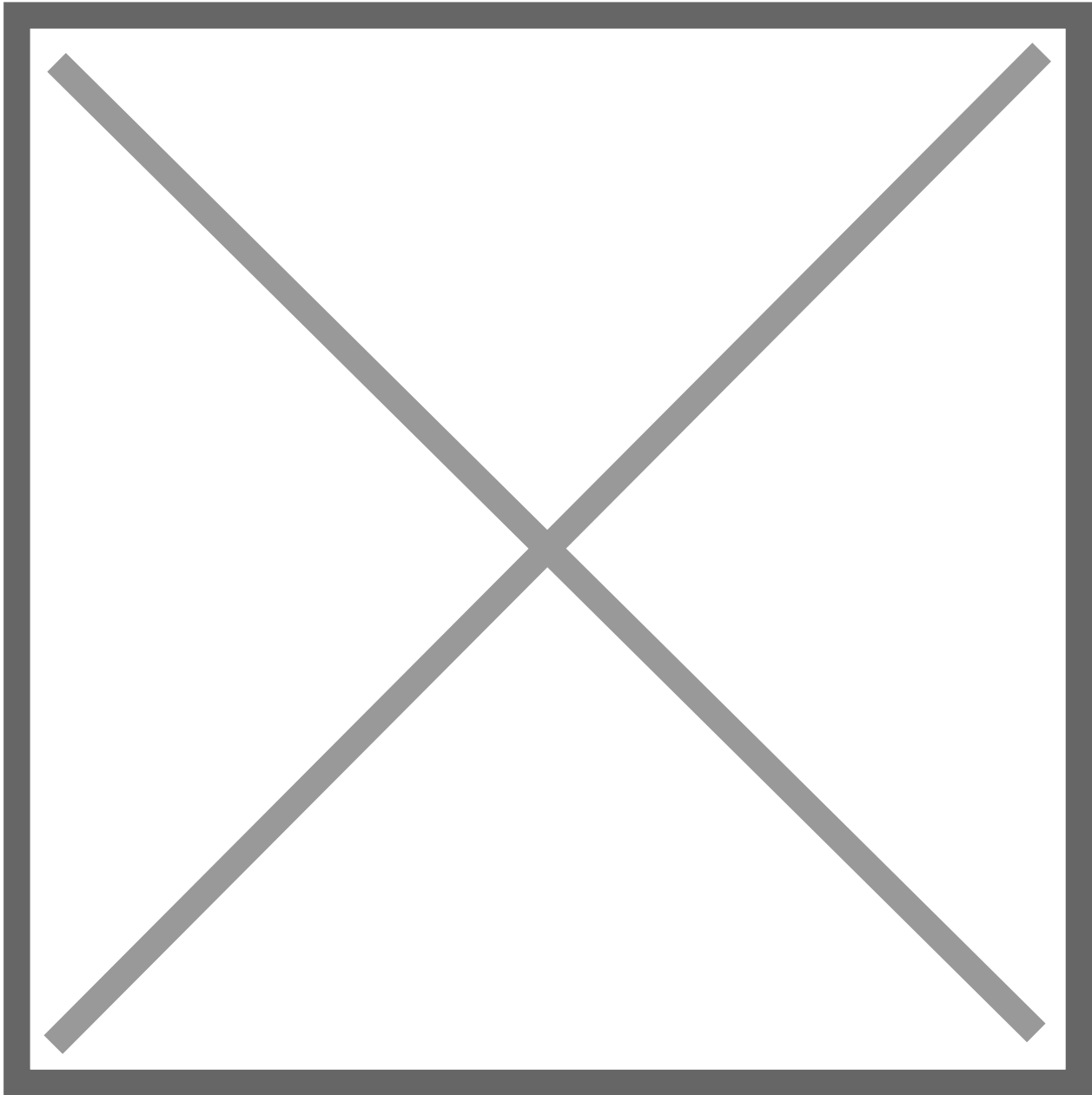


Task Activity Managing

Managing a task activity allows one to do the following

- 1.Change the activity description
- 2.Assign a team to this activity
- 3.They are three status's: not started ,started and completed
- 4.They are multiple task types namely: main task, split task, sub task and milestone
- 5.A task it's specified with a start date and an end date
- 6.You can exclude Saturdays and Sundays when creating a resource linked to this task
- 7.The task duration days workout they end date from the start date
- 8.Lag days workout the number of days between the tasks
- 9.Notes can be added to a task
- 10.Comments can be added to the task
- 11.A task can have a sell budget which is linked to the two percentages
- 12.Job progress percentage is defined as the percentage of the task activity completed
- 13.Invoiced percentage to date is defined as the percentage invoiced to date
- 14.The value to invoiced is worked out between the difference of the percentage production and percentage invoice to the total sell budget
- 15.Linked split tasks show all tasks that are linked to a main task

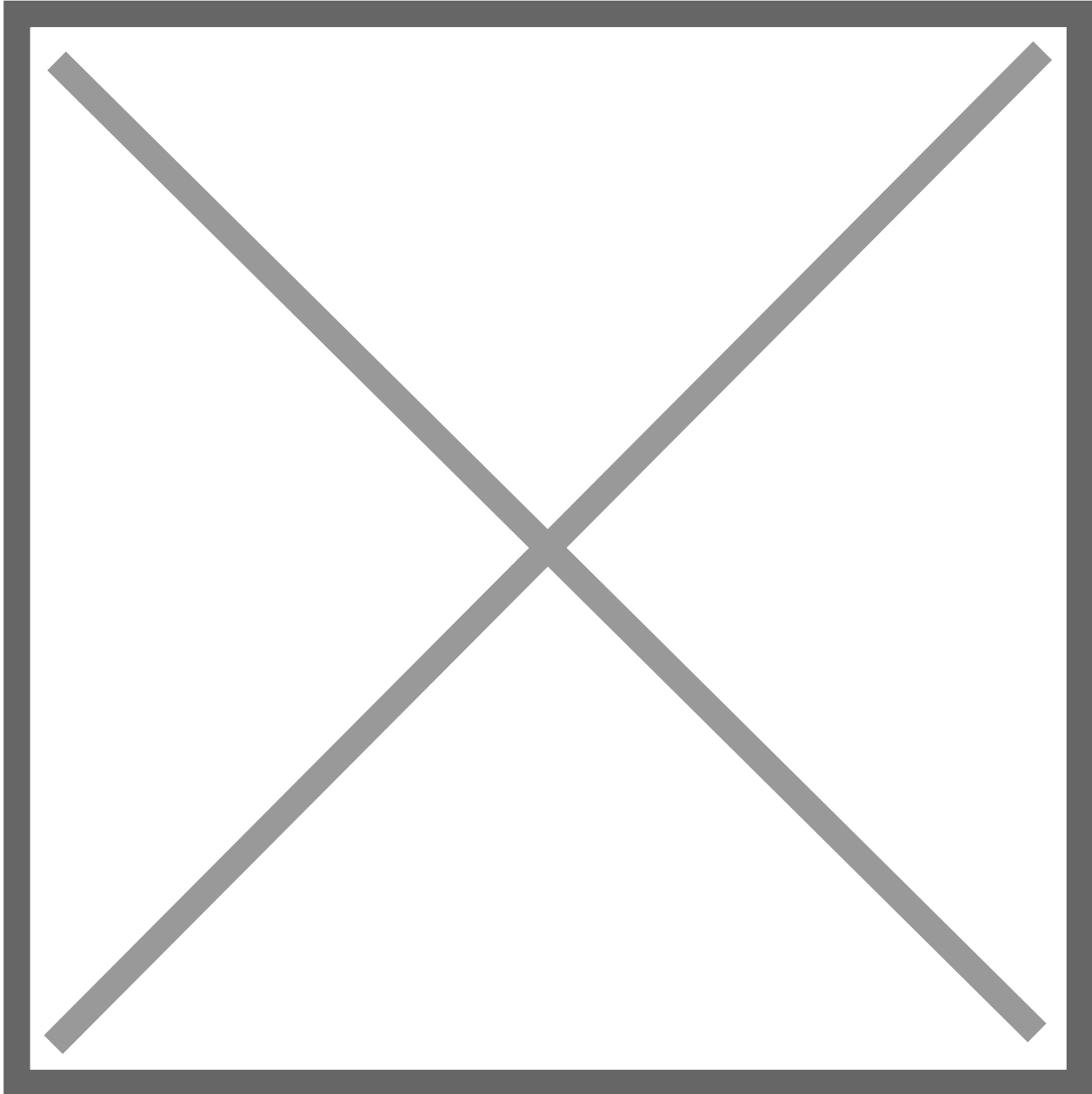


Enforce start date on task activity

Update Task activities in Manage job includes enforce start date

1. Recalculate dates will start with estimated job start date and work out task activities from sequence one

2. As soon as a task has the enforce tick on, this will not change this date and leave date as is
3. Following tasks after a task activity with an enforce tick on, will recalculate lag days etc from new enforced date
4. With each new enforce date, the system will recalculate subsequent tasks



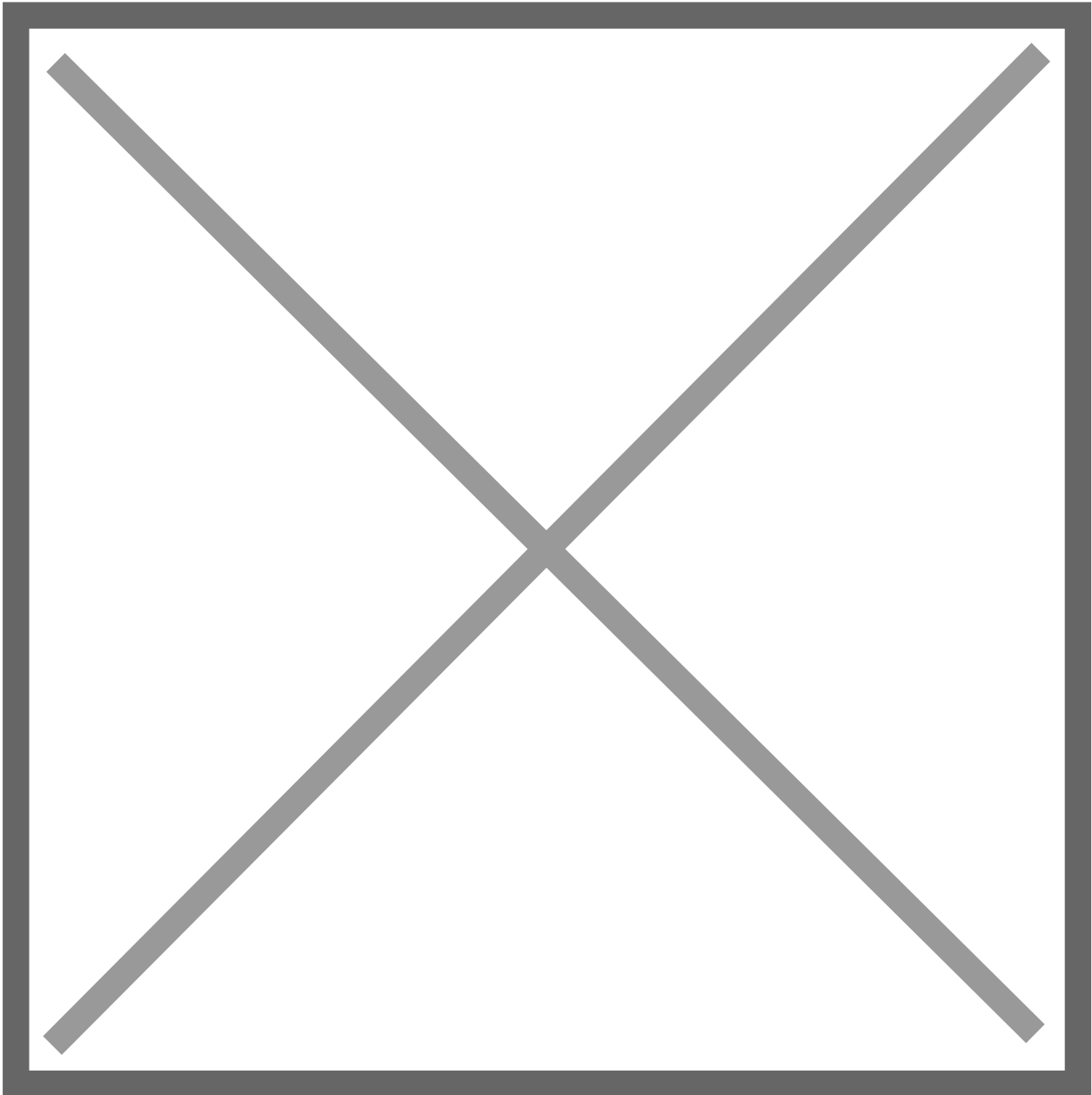
Deleting a Task

To delete a task one would need to go into the manage job window in the scheduling tab.

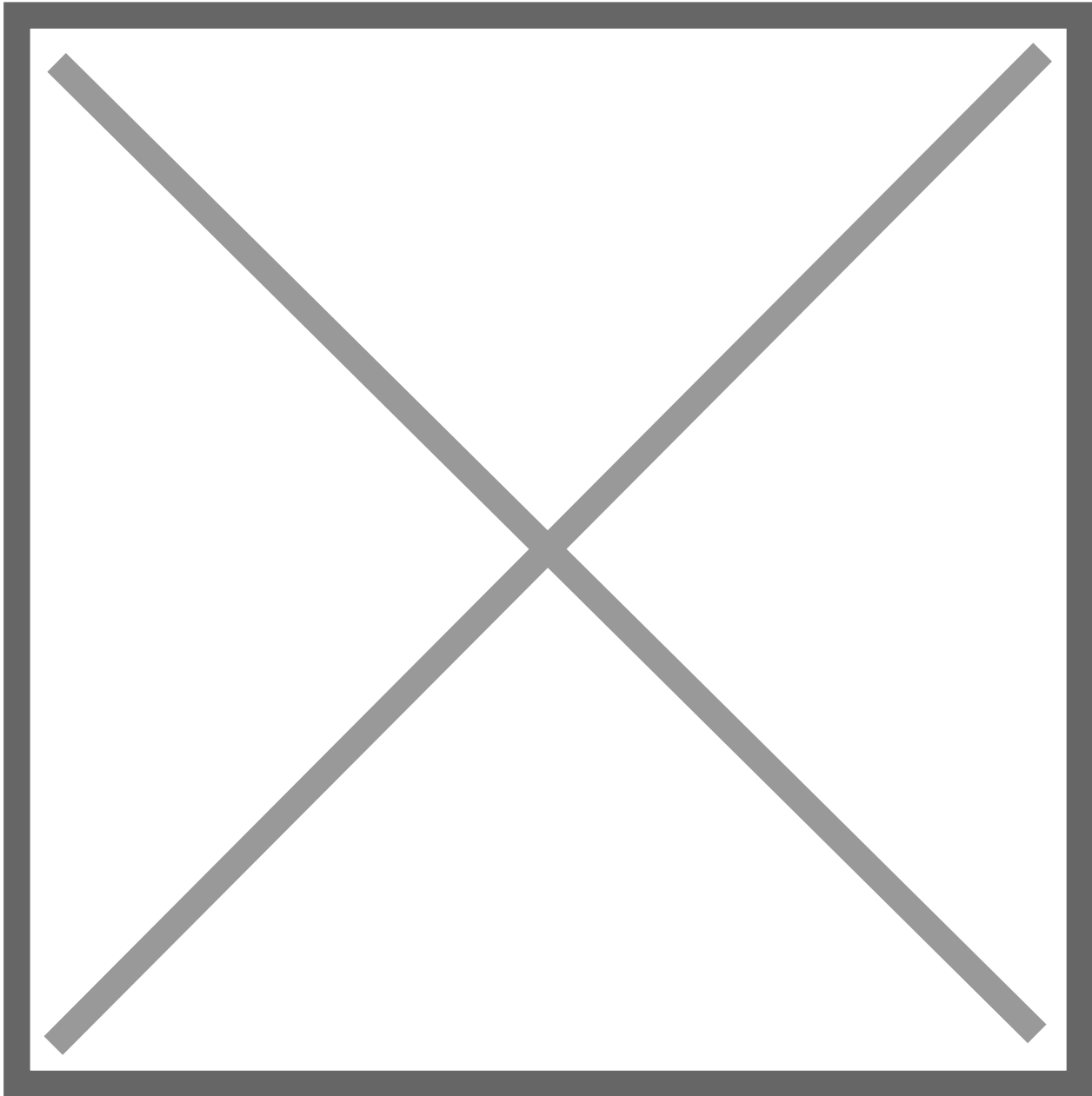
You can only delete a task if both percentages equal zero %

A split task can be deleted from the main tab of job scheduling , if both percentage is equal to zero .

A main task can only be deleted from the manage job screen.



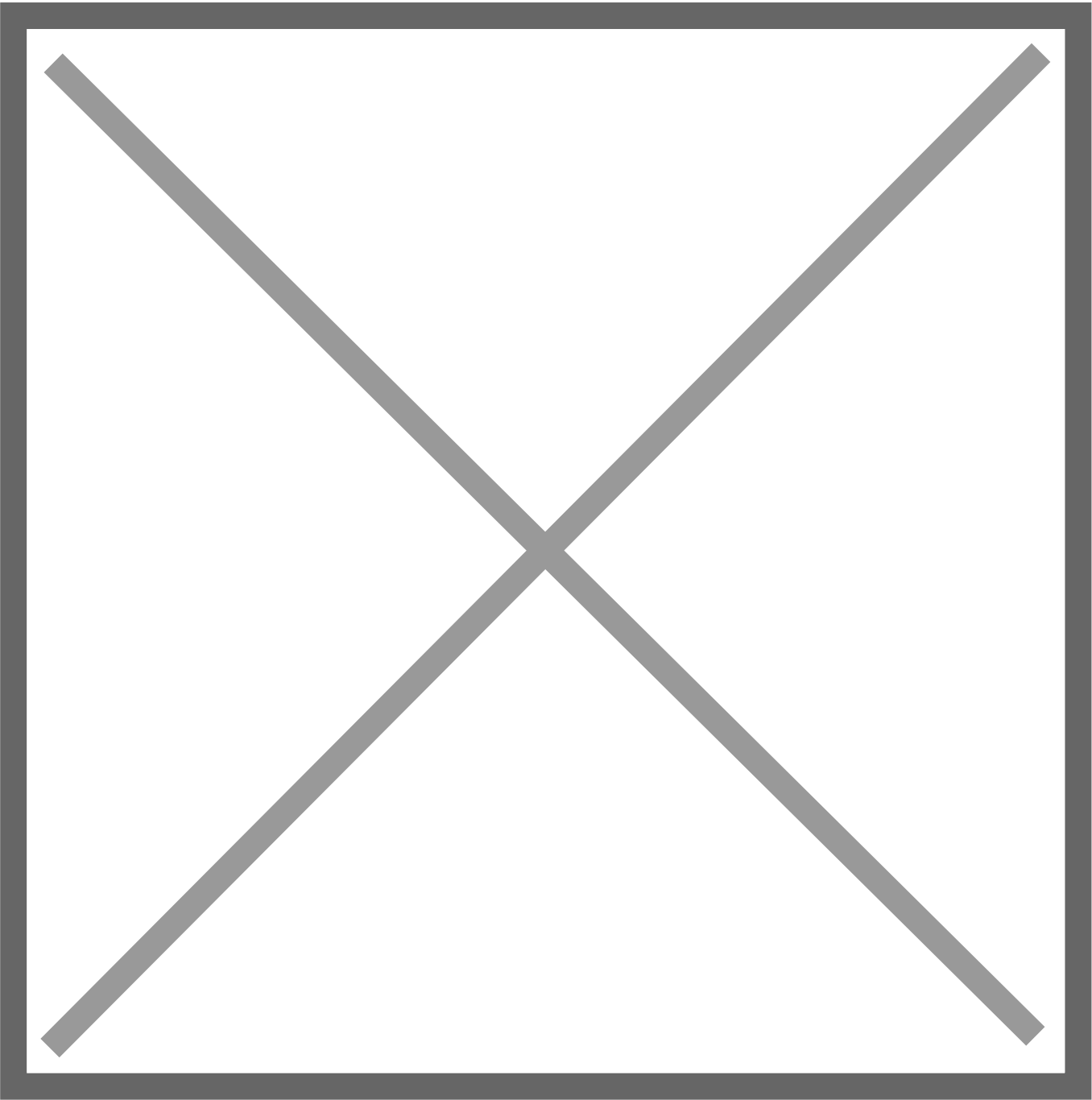
Deleting a task from Manage Job



Create default settings for splitting a task

Go to System Configuration > General > Defaults > Job Costing Tab

[Click here to view settings](#)



Revision #1

Created 15 June 2026 00:12:28 by Pamela

Updated 15 June 2026 00:12:40 by Pamela