

CWORKS FAQ - Technical Queries

9) How do you change the frequency of the multiple tasks?

A: You can modify the initial start count of the multiple tasks. To do this enter the multiple task details in the Multiple PM tabs. After entering the Task Sequence, hit Tab. Now click the "View / Change" button next to the Seq No field. A window will pop up displaying the dates, PM count and relevant task which the system will generate. To move the multiple PM start date, double click on the required count no. For example if the first task is a weekly task and the second task is a monthly (seq=4) task, the monthly task will by default be created at count no 4 of the first task. If you require it to start on count no 2, just double click on count no 2. The multiple task will now be generated at count no 2 and will subsequently be generated on count 6, 10 etc. Be sure to save the record after doing this.