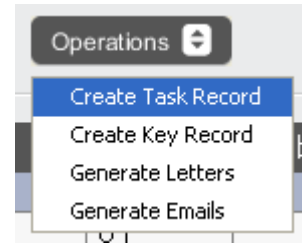


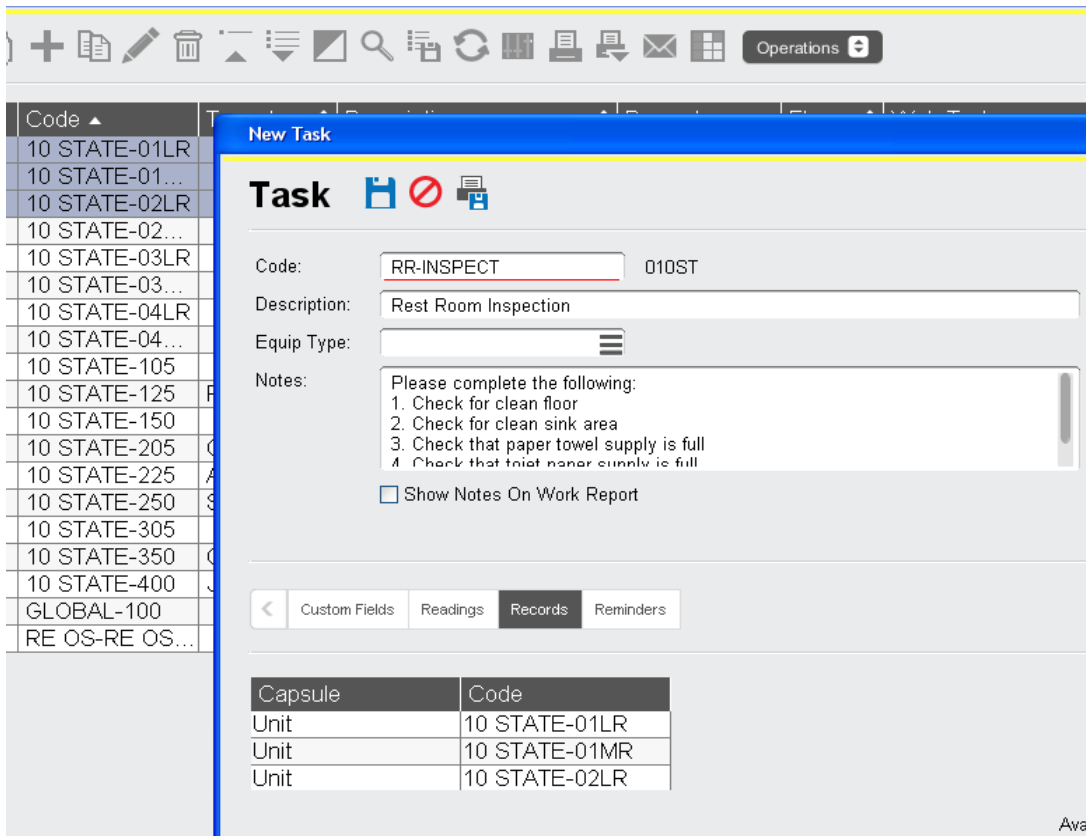
The Create Task Record operation in the AwareManager allows you to create a new Task record, directly from the Unit list, so that it is automatically linked to the selected records in the list.

Access this Operation by clicking on the **Operations** button from the Unit List.

Note: This operation can also be found from the Equipment List (under Maintenance).



Search for, or select from the list, the records you would like to be associated with this new Task record. When this operation is selected, you will see the following window:



Enter a Code, Description, Notes and Readings for the record.

The Units will be listed based on the sort of your list. Select the green checkmark to save the Task, it will be added to the Task capsule (located on the Maintenance tab).

Note:

- You must enter at least one Reading to apply to each of the selected records, otherwise they will not appear as Readings against any Work record linked to the Task.
- This operation should only to be run for all Global records OR records within the same division at once. If this is run in the Global division for division-specific records, the task will be created in their specific division.