

How to create new a task:

1

Administrator user roles may add tasks. Select Task icon from map. Click add icon (+). Alternatively, select vehicle from the map, click Tasks on the Vehicle Details tab, and then select + icon.

2

Input task name. Set status priority to high or standard. Use lists to select the asset to which to assign the task and the vehicle destination. If the create task function was initiated from Vehicle Details, the Asset field will auto-populate with the asset ID. These fields are required to create the task. Assign the task or leave that field blank.

3

Choose Create; otherwise Cancel to abort the process. Once saved, new task is added to the task. If no user was assigned, the task status is Available; if assigned, status is Assigned and added to the user's task list.

Need Assistance? Check out Mobile section of the Logistics Knowledge Base or contact us at support@cognosos.com.



	← Create Task	
	Task name carwash Privrity: O High @ Sundard	
	Asset SYN1531 Destination Car Wash South	
	Jack.comoso@yahoa.com	
	Cancel Create	
••• (8)		

Sale Prep Standard	In Progress
RejectMoveTest Standard	Available
Move to exit door Standard	Assigned
Move to Lot 300 Standard	Available
Grab Vehicle SYN1000 Standard	Assigned
Sale Prep Standard	Available
Car Wash Standard	Assigned





How to edit a task:

2

3

Users may edit their Assigned or Accepted tasks (no other status may not be edited). Locate and open the task to change (from the map's Task list or Vehicle Details).

Click the pencil icon.

Administrator users may edit any task with status of Available or Assigned, regardless of user assignment. Once task is in progress (Start status initiated), edits are prohibited unless the task is marked with a Failed status.

Make necessary changes. Save changes when edits are complete or click Cancel to disregard input.

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Asset ID:	SYN1008
Priority:	Standard
Created On:	Fri, Dec 06, 2024, 07:47:56 AM
Origination:	700 Yard
Destination:	Car Wash South
Assigned To:	tra.kirkpatrick+autodemo@co.



Edit Task