Rescheduling Task Group Tasks

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This guide explains how to change the scheduling for a task linked to a production job. It is intended for advanced users.

The scheduling you set for a [new task group](http://aace5.knowledgeowl.com/help/creating-task-groups) is an estimated standard, but events may arise where you need to adjust that schedule. You can edit a task schedule when:

- The order is in Open status.
- The job is in Open status.
- The task is linked to a job.
- The task is in Incomplete or Pending status.

Note: Tasks can be linked to records other than jobs (e.g. sales leads); however, the functionality described below is limited to tasks associated with production jobs.

Editing a Task Schedule

1. Navigate from **Main Menu** > **Order Management** > **Orders**.
2. Use the [Quick Search](http://aace5.knowledgeowl.com/help/using-the-quick-search-bar) bar to locate the desired order.
3. At the detail view, click **Management tab** > **Fulfillment tab**.
4. In the Tasks list, locate the desired task and click the **GoTo** chevron (>).

5. At the related task record, click **Edit**.

6. Enter the new Task Info dates and times.
7. Click **Save**.

If the rescheduled task has other tasks scheduled around it, those tasks will be auto-updated to maintain their anchoring. For example, if Task B is set to begin two weekdays after Task A

ends, and you manually change the end date for Task A from Monday to Wednesday, then Task B will be auto-updated to begin on Friday.

Note: The scheduling defaults in aACE will ignore weekends. This means that on a Friday, a task set to begin "the next day" will actually start on Monday. You can customize your business hours in System Admin > Preferences > My aACE.