

Rescheduling Task Group Tasks

Last Modified on 10/18/2021 12:02 pm EDT

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 (>).

Record: 2 of 3 New + Edit Delete X Print Actions ↗

Order: 50006 XCountry University 09/19/2018 OPEN ●

Production Order Management Job Costs & Approvals Notices ⓘ Emails ✉ Docs 📄

Overview Billing Procurement Fulfillment Shipping

Jobs View Calendar 📅

Job	Title	Start Date	End Date	Assigned	Tracking Status	Status
> 50006	XCountry University	09/19/18	10/03/18	SH	Job started	●
> 50006.1	Nitrogen 2	09/19/18	09/20/18	SH	Supervising creation of	●

Tasks

Task	Title	Start Date	End Date	Assigned	Tracking Status	Status
> 50007	Making paper airplanes	09/19/18	09/19/18	JN		●
> 50008	Supervising creation of airplanes	09/19/18	09/20/18	JN		●
> 50009	Supplies to assemble airplanes	09/20/18	09/20/18	JN		●

Dept AI Assigned By Scot Hanson Assigned To Scot Hanson Tracking Status Open Order ⚙️

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

Record: 2 of 3 New + Edit Delete X Print Actions ↗

Task: 50008 Supervising creation of airplanes INCOMPLETE ●

Production Task Notices ⓘ Emails ✉ Docs 📄

Task Info

Task Type	Task Priority	Assigned To
Project	Normal	Jessica Nava
Date Start	Time Start	Date End
09/20/18	10:43 AM	09/20/18
		10:43 AM

Task Description

Related Tasks

Task Title	Status
> Making paper airplanes	●
> Supervising creation of airplanes	●
> Supplies to assemble airplanes	●

Preferences

Notify assigner when complete. Sends the 'Assigned By' team member a notice when task is marked as complete or void.

Mark as incomplete on start. Marks task as incomplete when the task is scheduled to start.

Generate purchase order when incomplete. Generates a purchase order when the task is marked as incomplete.

Job Info

Job >	Job Title	Job Priority
50006.1	Nitrogen 2	Normal
Date Start	Time Start	Date End
09/19/18	10:43 AM	09/20/18
		2:43 PM

Job Activities & Comments

Customer

Customer >	Contact >
XCountry University	Joanne Spaulding
Phone	Email
123-456-7890	

Task Budget (Hrs)

Line Item Code >	Remain	Apply	Notes
L-PM	5.5	>>	

Cost Entry

Line Item Code	Remain	Apply	Bin	Ref #(s)
L-ENG	0	>>		#s
L-PM	0	>>		#s

Add Unbudgeted Cost Submit

Dept CM-PM Assigned By Scot Hanson Assigned To Jessica Nava Tracking Status Job > 50006.1 Nitrogen 2 Cancel Save

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.
