

Overview of Change Task Details

CT-00000003 ☆

Edit Refresh Promote Navigate Reports Share ...

Change Task

Number: CT-00000003 Title: Sample Title Status: Not Started

Creator: Super User Description:

Related Change Order: CO-00000002

Affected Items Files SignOffs

Affected Items

Type	Item	Name	Revision	Status	Action [...]	Sequence	Resulting Item [...]	Change Tasks [...]
Part	part 2		A	Preliminary	Release	256		

Affected Items tab

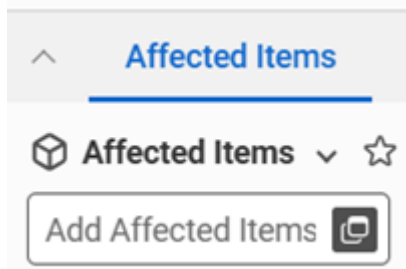
This tab lists the Parts, CAD Documents, and other change-controlled Items that could be changed in this Change Task. Each row shows the intended Action (Release, Revise, Obsolete) and its sequence number, which determines the order in which the items appear in the list. Revision and Status reflect the current state. The **Resulting Item** shows the latest version of an Affected Item while the Change Task is active. When the Change Task moves to **Cancelled** or **Completed**, the Resulting Item stops updating and instead shows the most recent version of the Affected Item at the moment the task became inactive.

All columns are already filled in with information from the related Change Order. You can choose an Affected Item from that Change Order and adjust the **Sequence** field if you need to.

Add Affected Items to Change Task

1. Click **Edit** under the **Change Task** name.
2. In the Affected Items tab, click **the picker icon** (the small square at the right edge of Add Affected Items).





3. In the **Select Items window**. The presented list shows the affected items on the Change Orders. Choose the item type (e.g., CAD Documents, Parts) and pick the item you need.
4. Click **OK** to add it.

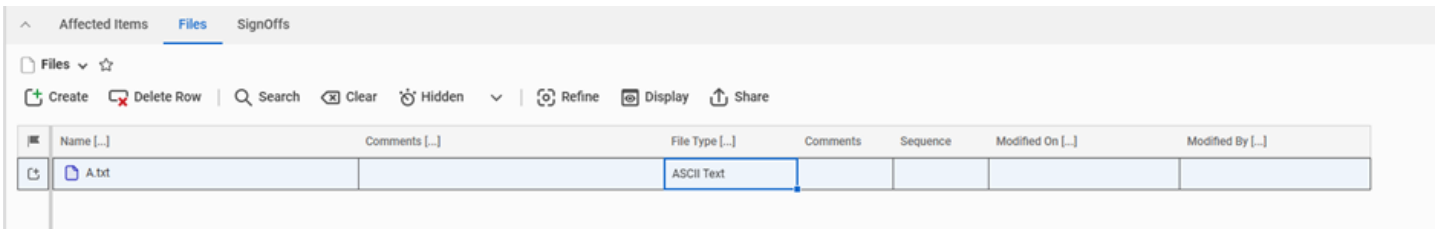
Replacing and deleting an Affected Item in Change Tasks

1. Go to the **Affected Items tab** in the Change Task.
2. **Right-click** on the Affected Item you want to remove or replace.
3. Choose **Remove** or **Replace** from the menu.

Files tab

The Files tab holds attachments tied to the Change Task, such as screenshots, red lines, PDFs, or temporary spreadsheets that explain the change.

- To add a File, click the **Create button** in the Files tab when editing the Change Task.
- To delete a File, click **Delete Row** when you select the File you want to remove.



SignOffs tab

SignOffs capture the signoff matrix, including activities, assignees, status, completion details, timestamps, voting results, and comments.

