

# Tasks

Create, manage and assign tasks for other space users.

Dashboard

DevicesAssetsEventsScenesTasks

2J

Tasks

Search...+ Add task

RoomTypeStatusAssigneeLast EditCreated bySort by: Last Edit (Newest-Oldest)

| Task Name               | Location                   | Task Type       | Assignee | Task Status | Due Date                              |  |
|-------------------------|----------------------------|-----------------|----------|-------------|---------------------------------------|--|
| Leaking AC              | Simlab New Office<br>BOX 2 | Repairs & Fixes | RM       | In progress | 08.08.2026, 10:00 AM<br>Due in 8 days |  |
| Leaking AC              | Simlab New Office          | Others          | RM       | In progress | 17.07.2026, 9:59 PM<br>Overdue        |  |
| Maintenance             | Simlab New Office          | Others          | M        | Open        | 12.02.2024, 11:53 AM<br>Overdue       |  |
| Please remove this sofa | Simlab New Office          | Others          | T        | Open        | 15.05.2026, 9:59 PM<br>Overdue        |  |
| Filter change           | Simlab New Office          | Others          | JO       | In progress | 28.04.2026, 9:59 PM<br>Overdue        |  |
| broken AC               | Simlab New Office          | Others          | JO       | Open        | 12.03.2026, 10:59 PM<br>Overdue       |  |
| aircon not working      | Simlab New Office          | Others          | JO       | Open        | 28.09.2025, 9:59 PM<br>Overdue        |  |

The Tasks view in the **Dashboard** is a detailed **Task management view** for the project, where you can see the **status** of every task together with other **necessary information** such as:

- Due date
- Assignee
- Task Status and Type

From here, you can easily go to the location of the task, using **location pin**  button located at the end of the task tile.

## Task Creation



 Edit

 Create a copy

 Delete

## Filter, Sort and Search

Room ▾

Type ▾

Status ▾

Assignee ▾

Last Edit ▾

Created by ▾

Search...

Q

+ Add task

The ticket management functions are fitted with comprehensive filter, sort and search functionality. Handle large amounts of tickets by:

- status
- date
- assignee
- creation time
- name

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Created 21 July 2025 08:13:37 by JJanickiSIMLAB

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