

Draft tasks

By default, the AI Assistant creates **draft tasks** when generating your Maintenance Plan. Draft tasks can be easily identified by a **“Draft” label** displayed next to the task name:



Tasks & Costs

Cash & Contributions

Approvals

Building

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People

Documents

Tasks & Costs

+ Create a task

☒ Costs spread over time ?

☐ Work tracker (actuals) ?

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2025

2026

2027

2028

2029

2030

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Draft

Lift and escalator inspection

Draft

Lift and escalator replacement

Draft

Lift and escalator servicing

Draft tasks can also be **created manually by users**. This happens whenever **not all the information required to generate costs and provisions is provided**. For example, if the **frequency** of a task is missing, Commonview cannot generate future expenses, and the task will remain in draft status.

Once all required fields are completed, the task is automatically finalised and included in the financial calculations.

Completing draft tasks

To finalise a draft task, you’ll need to review and complete the key details. Edit each task and make sure to:

- **Adapt the frequency** proposed by the AI Assistant, if needed.
- **Set a “Next due” date** to indicate when the task is next expected.
- **Enter the cost** associated with performing the task.

If **any of these fields are missing**, the task will remain in **draft** status.

Once **all required fields are completed**, the task becomes **finalised** — expenses will automatically be generated according to the defined frequency, and **provisions will be calculated for the next 30 years**.

At this stage, you should have a fully functional Maintenance Plan



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Hi, Laurent

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2025

2026

2027

2028

2029

2030

2031

2032

2033

2034

Services

Transport

Lift and escalator inspection

\$2,066

\$2,134.18

\$2,204.61

\$2,277.36

\$2,352.51

\$2,430.14

\$2,510.34

\$2,593.18

\$2,678.75

\$2,764.00

Lift and escalator replacement

\$4,166.67

\$4,166.67

\$4,166.67

\$4,166.67

\$4,166.67

\$4,166.67

\$4,166.67

\$4,166.67

\$4,166.67

\$4,166.67

Lift and escalator servicing

\$3,615.50

\$3,734.81

\$3,858.06

\$3,985.38

\$4,116.89

\$4,252.75

\$4,393.09

\$4,538.06

\$4,687.82

\$4,841.10

Revision #6

Created 17 October 2025 08:05:34 by Laurent Hautefeuille

Updated 5 February 2026 08:45:14 by Laurent Hautefeuille