

Work details

The **Work Details** section provides a complete record of each maintenance task's history and supporting information.

It allows users to review **notes, attachments, and progress updates** that have been recorded through the **Work Tracker** feature.

Accessing work details

From the **“Tasks & Costs”** → **“Work Tracker (Actuals)”** view, each task cell for approved years includes a **contextual menu** .

Draft

Foam fire suppression system servicing

External

Landscape services

Pool and spa cleaning		-	\$1,653.75	
Draft Pool and spa inspection				
Pool and spa replacement			-	

Total

Inflation		5.00%
Contingency (3.00%)		\$169
Total expenses		\$5,814

Work details

View details

Add note

View all notes

Work progress

-

Not started

Schedule work

Start work

Complete work

Cancel work

Defer work

What you can see

The **Work Details** panel displays:

- **Notes** – All notes that have been added to the task, including updates, observations, or comments recorded during its lifecycle.
 - **Attachments** – All documents and files uploaded for the task, such as invoices, photos, completion certificates, or inspection reports.
 - **Timeline** – A chronological view showing the **history of progress tracking**, including when statuses changed (e.g. *Scheduled, Started, Completed*) and who performed each action.
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Purpose

This view provides full transparency over each task's activity and helps users:

- Review how work has progressed over time.
 - Confirm when and by whom updates were made.
 - Access supporting documentation in one place for audit or reporting purposes.
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Key points

- Available for **approved years** only.
 - Shows the **complete audit trail** for each maintenance task.
 - Combines **notes, attachments, and a timeline** for a clear overview.
 - Ensures accurate and traceable records of maintenance activities.
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