# How to Create a Recurring Task

Recurring Work (RW), also referred to as **Preventive Maintenance** (PM), involves regular maintenance tasks to keep assets, equipment, and facilities in good working condition. This proactive approach helps detect and address issues before they lead to significant problems.
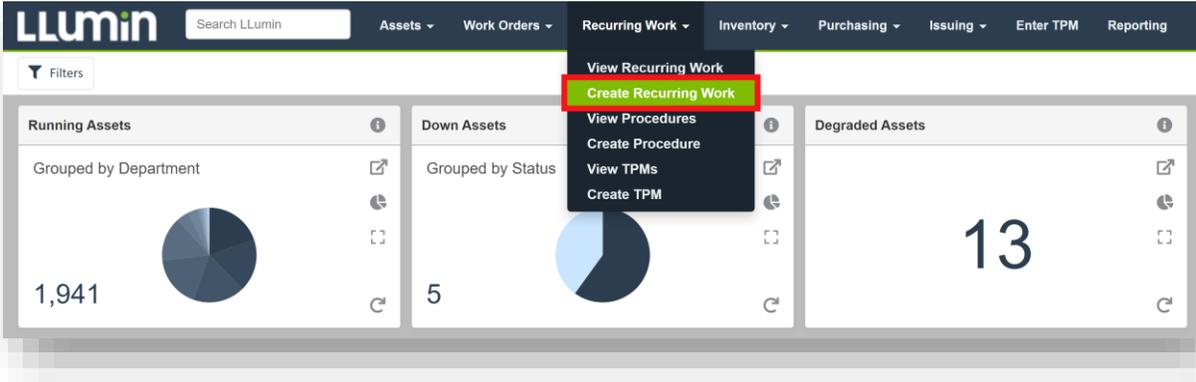
Instructions

To set up a Recurring Work Order, follow these steps:
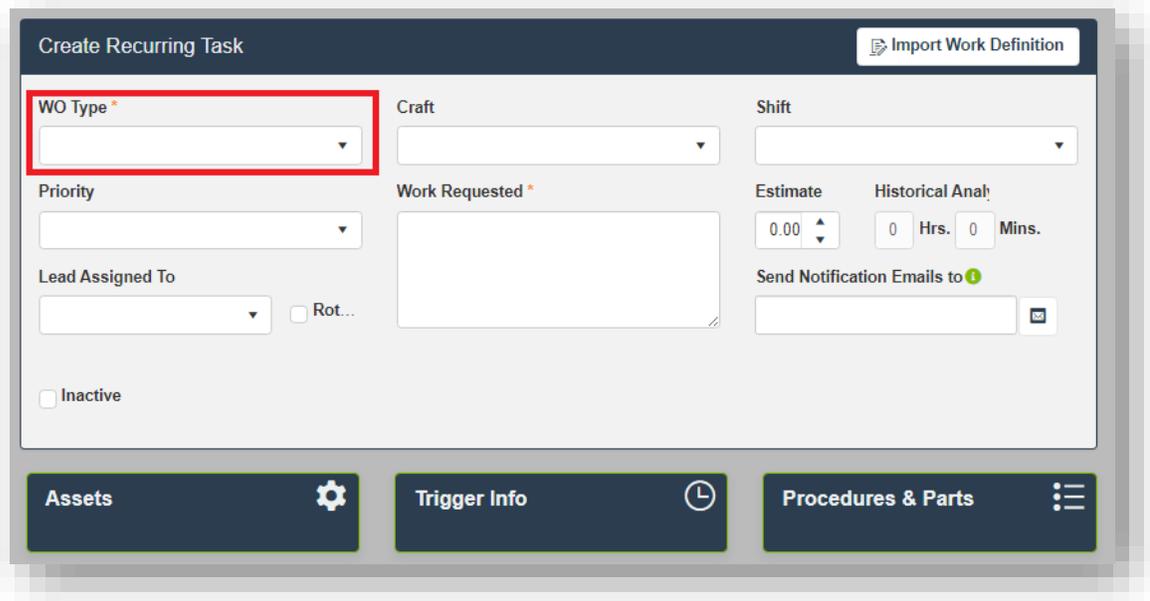
1. Go to the **Recurring Work** drop-down menu on the menu bar.
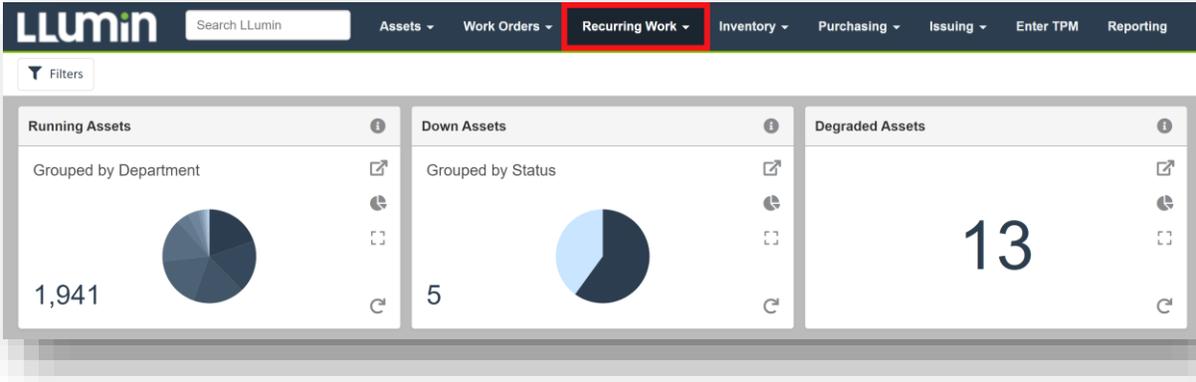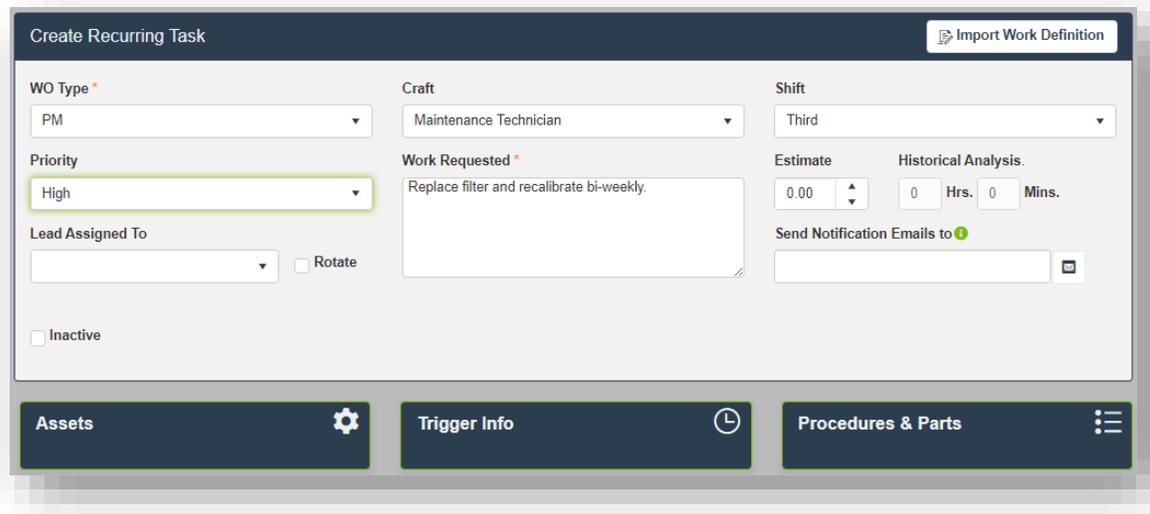

2. Select **Create Recurring Work**.

3. On the **Create Recurring Task** screen, select a **WO Type**.

4. Provide a description of the **Work Requested** and fill in any additional optional fields (such as priority, craft, shift, etc.) as needed.

5. Click the **Assets** tab below the fields.

6. Select **+Add**, then choose one or more assets by checking the boxes next to their names and clicking **Select**.

7. Alternatively, use the **Add from map** option to select assets visually.
8. Then, select **Trigger Info**.

9. On the **Trigger Info** screen, choose your preferred **Trigger Method** (such as By Date, By Utilization, or both).
10. Fill out the remaining fields based on the selected trigger method:
    - o **By Date**: Set the **Next Due Date** for the task.
    - o **By Utilization**: Set the **Next Interval Amount**.
    - o **Both**: Complete both the **Next Due Date** and **Next Interval Amount**.

11. Go to the **Procedures and Parts** sections to associate at least one Procedure and any relevant Parts with the Recurring Task.

12. After completing all relevant fields, click **Create** at the bottom of the page to finalize the Recurring Task.