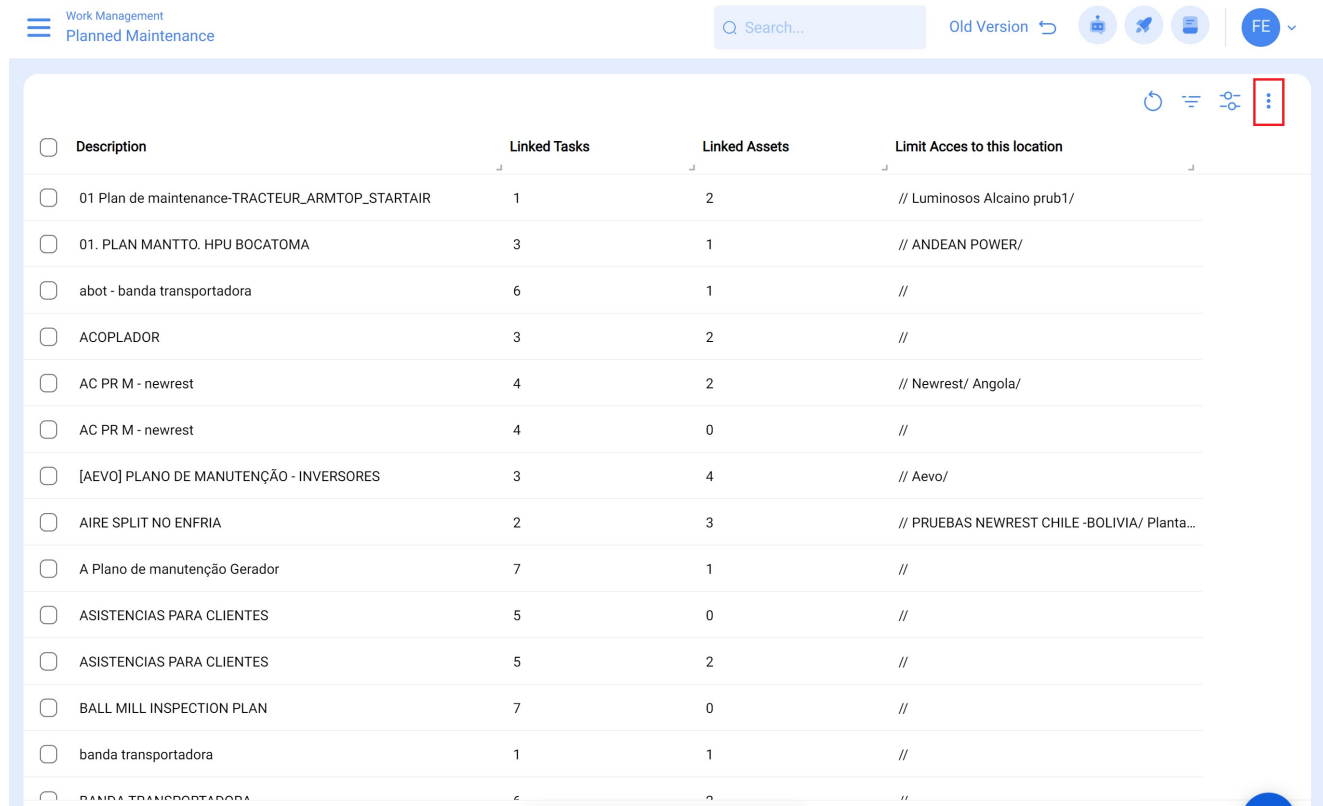


How to access the Additional Options menu of a task plan

help2.fractal.com/hc/en-us/articles/24947503915789-How-to-access-the-Additional-Options-menu-of-a-task-plan

1. In the Planned Maintenance Module, select the “More” button found in the top right-hand side of the screen










The screenshot shows the 'Planned Maintenance' module interface. At the top, there is a navigation bar with 'Work Management' and 'Planned Maintenance' tabs, a search bar, and several utility icons including 'Old Version', a refresh icon, a share icon, a print icon, and a user profile icon labeled 'FE'. Below the navigation bar is a table with the following columns: 'Description', 'Linked Tasks', 'Linked Assets', and 'Limit Acces to this location'. The table contains 15 rows of data. In the top right corner of the table area, there is a 'More' button (three vertical dots) which is highlighted with a red rectangular box.

Description	Linked Tasks	Linked Assets	Limit Acces to this location
01 Plan de maintenance-TRACTEUR_ARMTOP_STARTAIR	1	2	// Luminosos Alcaino prub1/
01. PLAN MANTTO. HPU BOCATOMA	3	1	// ANDEAN POWER/
abot - banda transportadora	6	1	//
ACOPLADOR	3	2	//
AC PR M - newrest	4	2	// Newrest/ Angola/
AC PR M - newrest	4	0	//
[AEVO] PLANO DE MANUTENÇÃO - INVERSORES	3	4	// Aevo/
AIRE SPLIT NO ENFRIA	2	3	// PRUEBAS NEWREST CHILE -BOLIVIA/ Planta...
A Plano de manutenção Gerador	7	1	//
ASISTENCIAS PARA CLIENTES	5	0	//
ASISTENCIAS PARA CLIENTES	5	2	//
BALL MILL INSPECTION PLAN	7	0	//
banda transportadora	1	1	//
BANDA TRANSPORTADORA	6	2	//

2. Clicking the More button will open a dropdown tab showing all the available addition options (each option and its function is explained in detail below)

<input type="checkbox"/>	Description	Linked Tasks	Linked Assets	Limit Access to this location
<input type="checkbox"/>	01 Plan de maintenance-TRACTEUR_ARMTOP_STARTAIR	1	2	// Luminosos Alcaino pru
<input type="checkbox"/>	01. PLAN MANTTO. HPU BOCATOMA	3	1	// ANDEAN POWER/
<input type="checkbox"/>	abot - banda transportadora	6	1	//
<input type="checkbox"/>	ACOPLADOR	3	2	//
<input type="checkbox"/>	AC PR M - newrest	4	2	// Newrest/ Angola/
<input type="checkbox"/>	AC PR M - newrest	4	0	//
<input type="checkbox"/>	[AEVO] PLANO DE MANUTENÇÃO - INVERSORES	3	4	// Aevo/
<input type="checkbox"/>	AIRE SPLIT NO ENFRIA	2	3	// PRUEBAS NEWREST CHILE-BOLIVIA/ Planta...
<input type="checkbox"/>	A Plano de manutenção Gerador	7	1	//
<input type="checkbox"/>	ASISTENCIAS PARA CLIENTES	5	0	//
<input type="checkbox"/>	ASISTENCIAS PARA CLIENTES	5	2	//
<input type="checkbox"/>	BALL MILL INSPECTION PLAN	7	0	//
<input type="checkbox"/>	banda transportadora	1	1	//
<input type="checkbox"/>	BANDA TRANSPORTADORA	6	0	//

Showing 50 of 996

-  Open PDF
-  Export
-  Bulk export data
-  Clone Planned Maintenance
-  Share task plan
-  Import shared plan
-  Update costs

The Additional Options function has the following options:

- **Open PDF:** An option that generates the selected task plan in PDF format so that it can be printed or saved.
- **Export:** An option that allows you to export the task plan table in an Excel template according to the selected plans.
- **Bulk Export data:** An option that allows you to bulk export the entire task plan table to an Excel template.
- **Clone Planned Maintenance:** An option that allows you to clone the selected task plan (all the information contained in the task plan is cloned, without linking any asset to the plan).
- **Share task plan:** An option that allows you to share the task plan through the generation of a code that can be imported into another database or Fractal account.
- **Import shared plan:** An option that allows the import of task plans through import codes.
- **Update Costs:** An option that allows updating the costs associated with the task plans that are later used in the business intelligence module.

