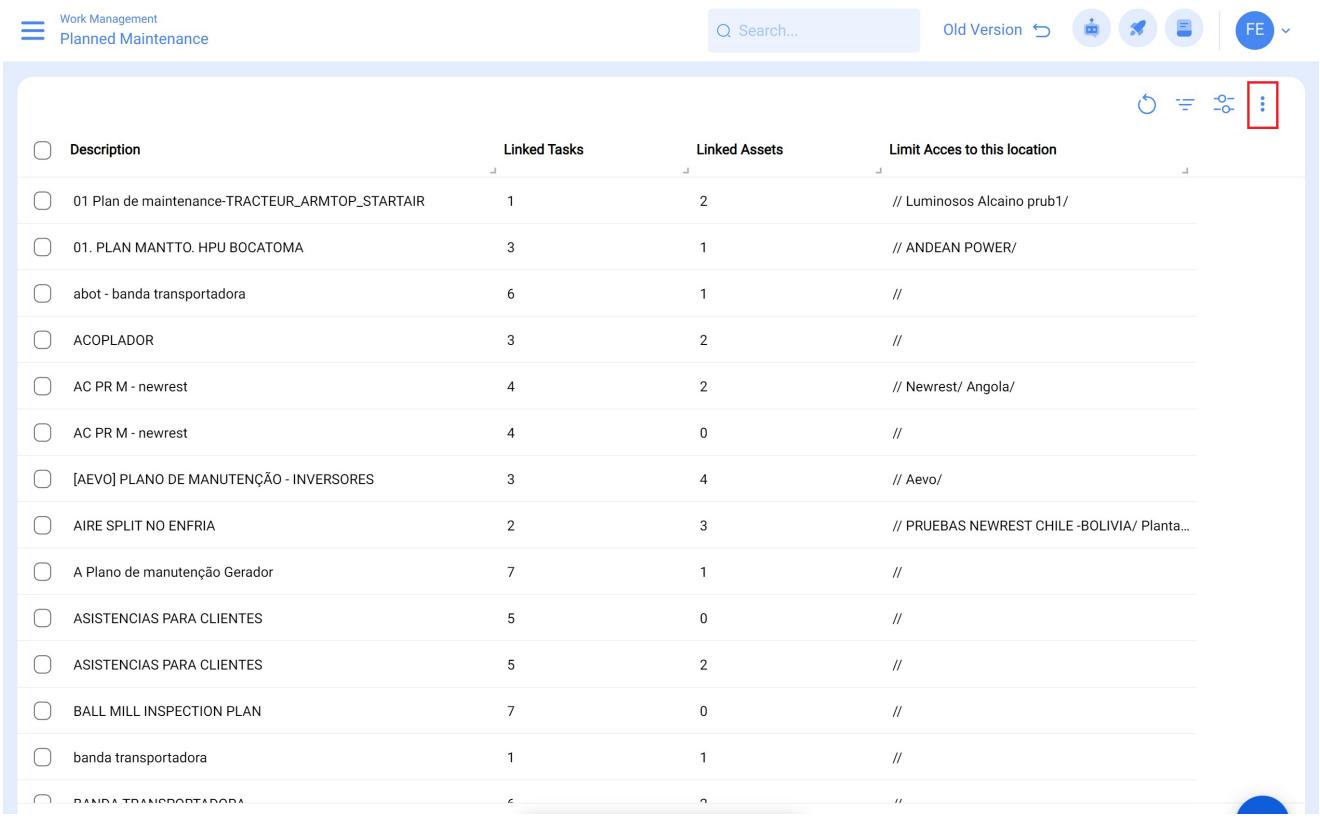
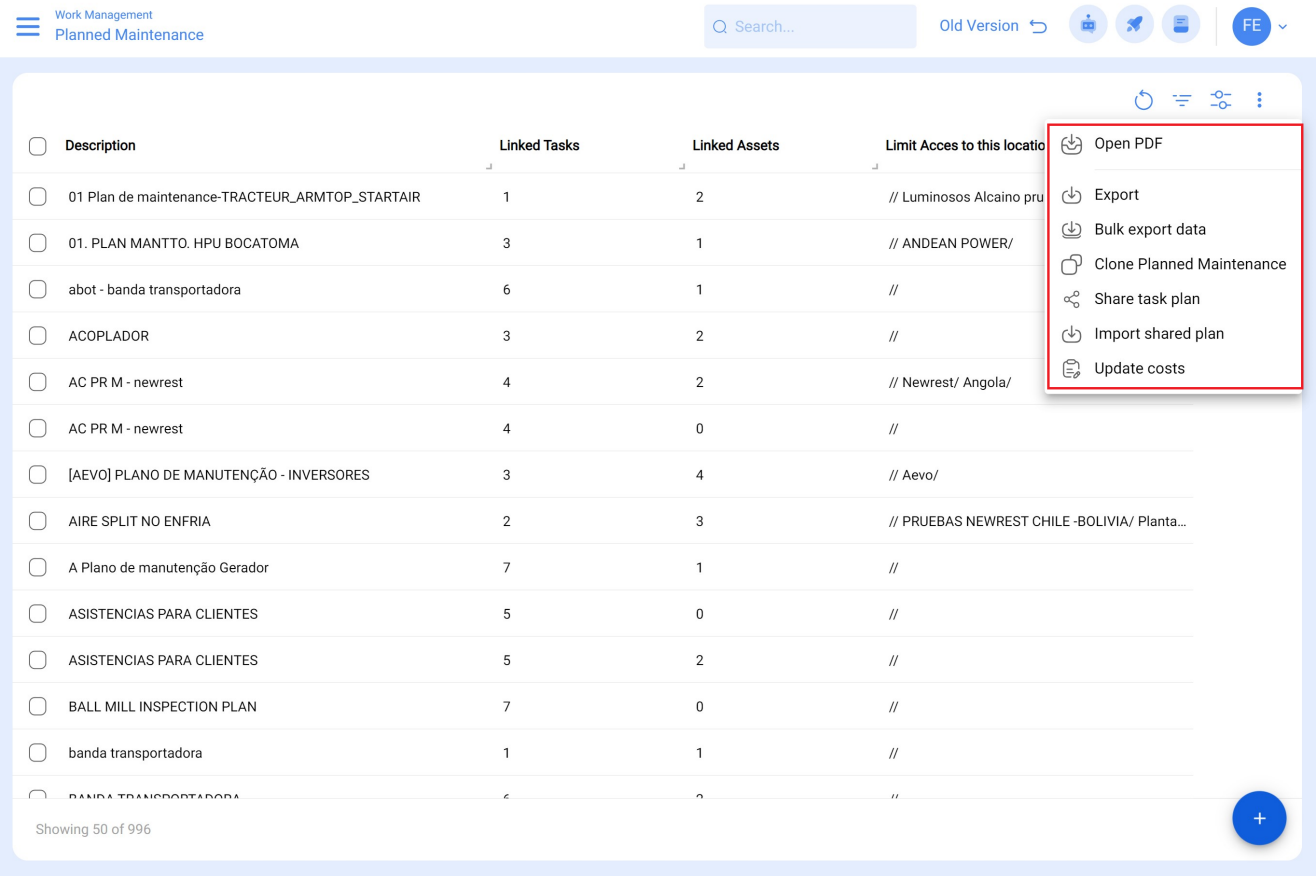
How to access the Additional Options menu of a task plan

help2.fracttal.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



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)



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 Fracttal 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.