

A1912 - New task after a Visit Minute

Overview

In this section, you can see how to link a task to a Visit Minute.

Table of content

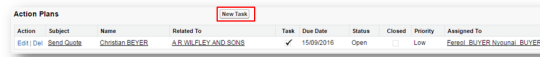
- [Step-By-Step](#)
- [Related articles](#)
- [Need help?](#)
 - [How to ask for assistance?](#)

Step-By-Step

STEP 1

Open your visit Minute eg. "VM-000142"

Scroll down to the "Action Plans" related list and click in "New Task"



STEP 2

1- In the "Grouping field", write the name of the Action Plan"

2- Choose a **Type** of Action in the view menu. eg. "Commercial Follow-Up"

3- By default, the "Status" is "Open"

4- Click on the "Subject" field and write the title of the task

5- Click on the "Description" field and write the description of the task

6- Click on the "Root Cause" field and write the Root Cause of the task, if it is relevant

7- Click on the "Follow-up / Comments" field and write some comments about the task, if it is relevant

8- In order to link a task to a specific GPS axis, Click on the "GPS Axis" magnifier, if it is relevant

9- The field "Visit Minute" is automatically populated with the VM code you choose. eg. "VM-000142"

10- Click on "Save"

A screenshot of the 'Task Information' form. It includes fields for 'Assigned To' (User), 'Due Date' (16/09/2016), 'Completion Date' (15/09/2016), 'Status' (Open), and 'Priority' (Low). The 'Grouping Field' is set to 'A.R. WILEY AND SONS' (callout 1), and the 'Type' is 'Corrective Action' (callout 2). The 'Subject' field is 'Send Letter' (callout 4).

You can use the "grouping Field" as a label, in order to group different tasks for the same topic, same action plan... eg. a QM claim number.

A screenshot of the task form showing the 'Description' field (callout 5), 'Root Cause' field (callout 6), and 'Follow Up / Comments' field (callout 7). The 'Subject' field is 'Send Letter' (callout 4).A screenshot of the 'Axis' form. The 'GPS Axis' field is 'TG-ROTATING EQUIPMENT' (callout 8). The 'Visit Minute' field is 'VM-000142' (callout 9).

Related articles

- [A1910 - New task](#)
- [A1911 - Supplier's task](#)
- [A1913 - New task after a CSR assessment](#)

Need help?

How to ask for assistance?

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
 - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)

- I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
- Process : Data & Analysis
- PTP-Subprocess: Purchasing Tools Support
- PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

Convergence Team.