

Understand the difference between Events, Tasks & Instructions



Key Questions : How long is the action ? Who is changing the status ?

- Events
 - regular information
 - group of tasks : longer action.
 - it is possible to attach tasks, instructions or SAP PM notifications to an event
 - use case : infoboard, SAP PM notifications
- Tasks
 - important information
 - mid-term action
 - shift employee are able to change
 - a due date can be applied
 - signature available
 - use case : action tracking, TIP
- Instructions :
 - very important information
 - short-term action
 - shift employee cannot change the information
 - validation time
 - signature available
 - status change is only manual
 - use case : production instructions, safety instructions