Create the operating procedure's tasks

Create the operating procedure's tasks

Context

Tasks describe the procedure’s actions, protective measures and observations in execution order.

Starting point

Step 2 — expanded procedure → task + button

Prerequisites

- Have a procedure and know the product instructions.

Steps

1. Add the first task

Expand the procedure, then click + at task level. Choose the offered type: Action, PPE or Observation.

2. Open the image window

Click the task’s pictogram. In the window that opens, find an illustration matching the action, protection or observation. Select the required image.

3. Write the instruction

Click the text below the image and enter the title or instruction as free text. Describe precisely what the operator must do and the conditions required for the action.

4. Complete the operating instructions

Click + again for each following task. Repeat the type, image and text selection until all useful steps are described: preparation, application, contact time, rinsing or wiping, depending on the product.

5. Put tasks in order

Move each task with its four-arrow handle. Review the sequence and check the necessary protection. Check the result in the plan preview.

Expected result

Action, PPE or Observation tasks are illustrated, written and ordered.

Remember

- The pictogram illustrates the instruction. It must be accompanied by understandable text suited to the surface and product instructions.

See also

- Enter procedure parameters
- Search for and choose an image

Revision #3
Created 2026-11-23 11:26:28 UTC by eCare Content Studio
Updated 2026-11-23 11:50:23 UTC by eCare Content Studio