



A standard set of Service/Test Intervals will come preloaded with your database. At any stage you can create additional ones or remove items you are not using.

Navigate to **Administration / Asset Management / Service/Test Interval Type:**

1. Use the Search Box or Filters to find what you need.
2. Click  to edit or  to delete any items.
3. Click **+ADD NEW** to create a new item.

4. Type in a Title.
5. Select or the No of Days the interval is for.
6. Click **SAVE**.

## NOTES:

- When a task is signed off in the mobile app using one of these frequencies it will use the no of days to automatically re-create a new task.
- These can now be used for re-occurring tasks in the following registers:
  - [Plant & Equipment Maintenance](#)
  - [Plant & Equipment Inspections](#)
  - [Warehouse Inspections](#)
  - [Meetings & Minutes](#)
  - [Asbestos](#)
  - [Hazardous Substance Stored](#)
- When a task is no longer required select "NA" for the frequency which makes this the last one.

