Understanding Task Group Anchoring and Scheduling

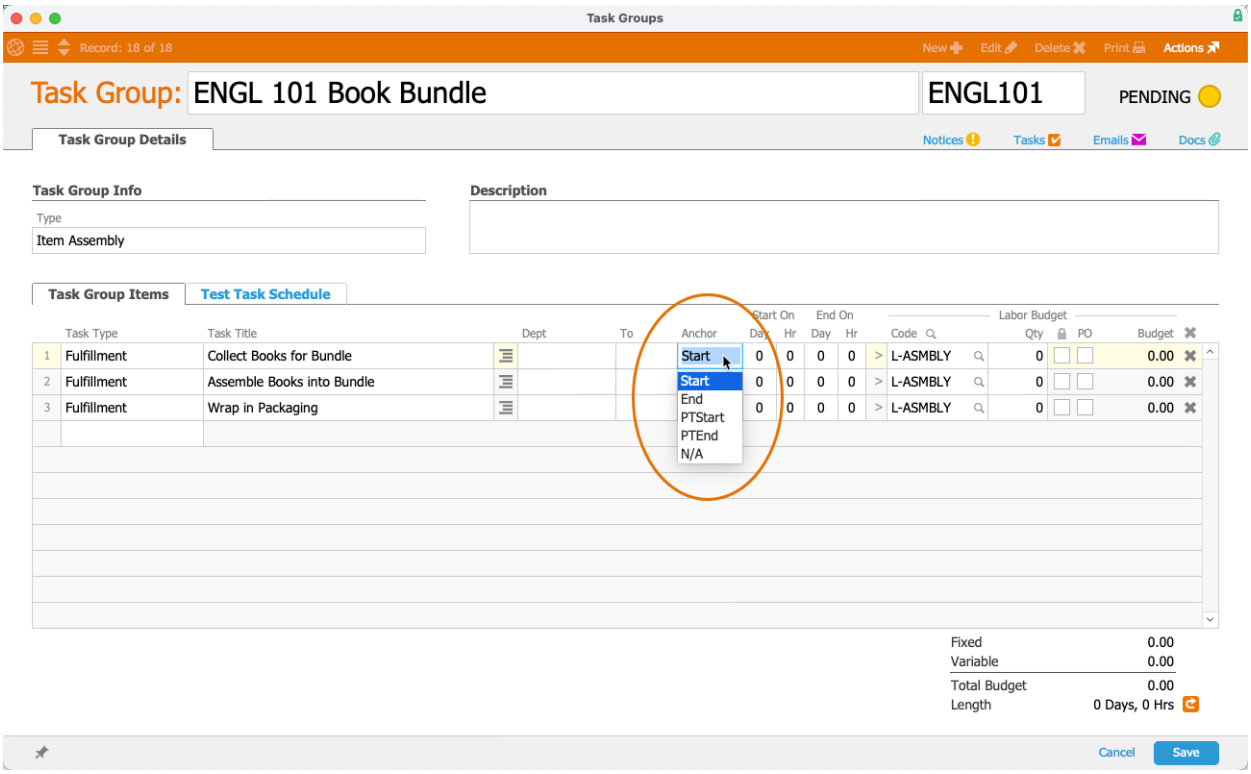
Last Modified on 08/05/2026 11:34 am EDT

This guide explains the task group anchoring and scheduling logic. It is intended for system administrators.

When you create a task group (https://aace6.knowledgeowl.com/help/creating-task-groups), the scheduling for each task can be anchored to the date and time of another job or task. The initial schedule is set when the tasks are generated. aACE can also update a task group schedule to stay consistent with changes to the planning calendar.

Anchoring Tasks

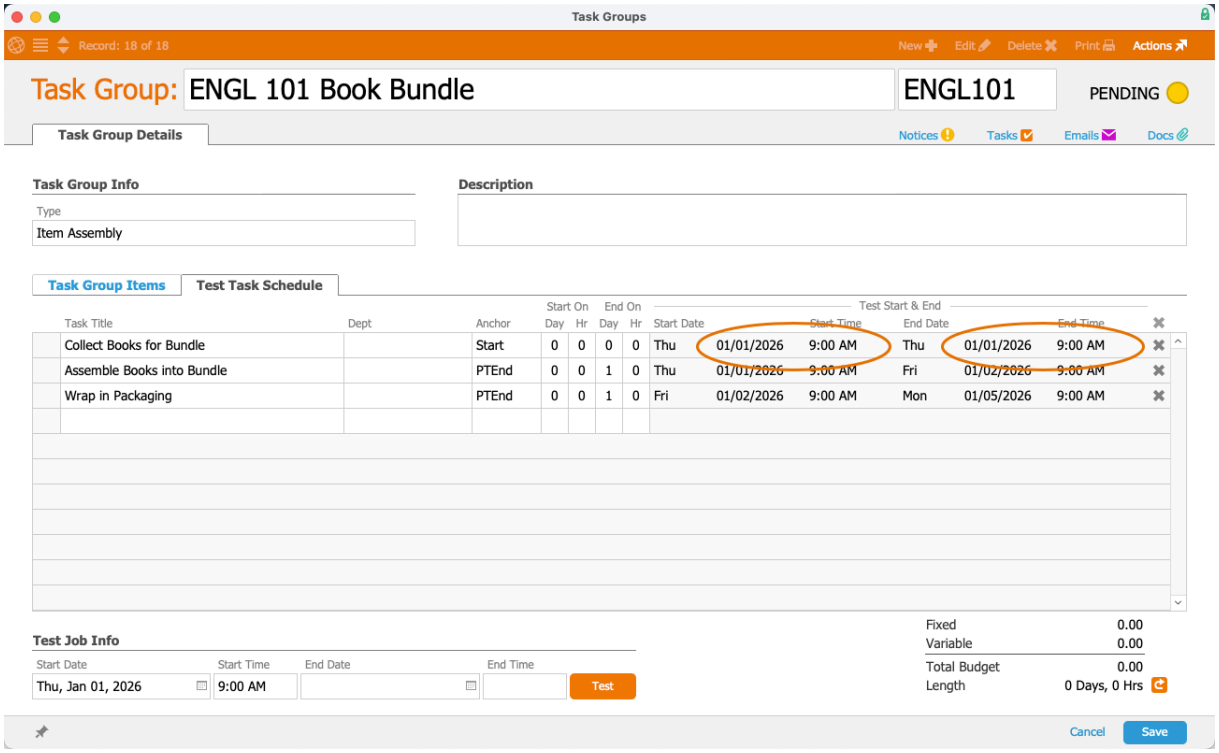
The selection in the Anchor field for a task within a task group anchors the task relative to the job. There are four options for anchoring a task to the job.



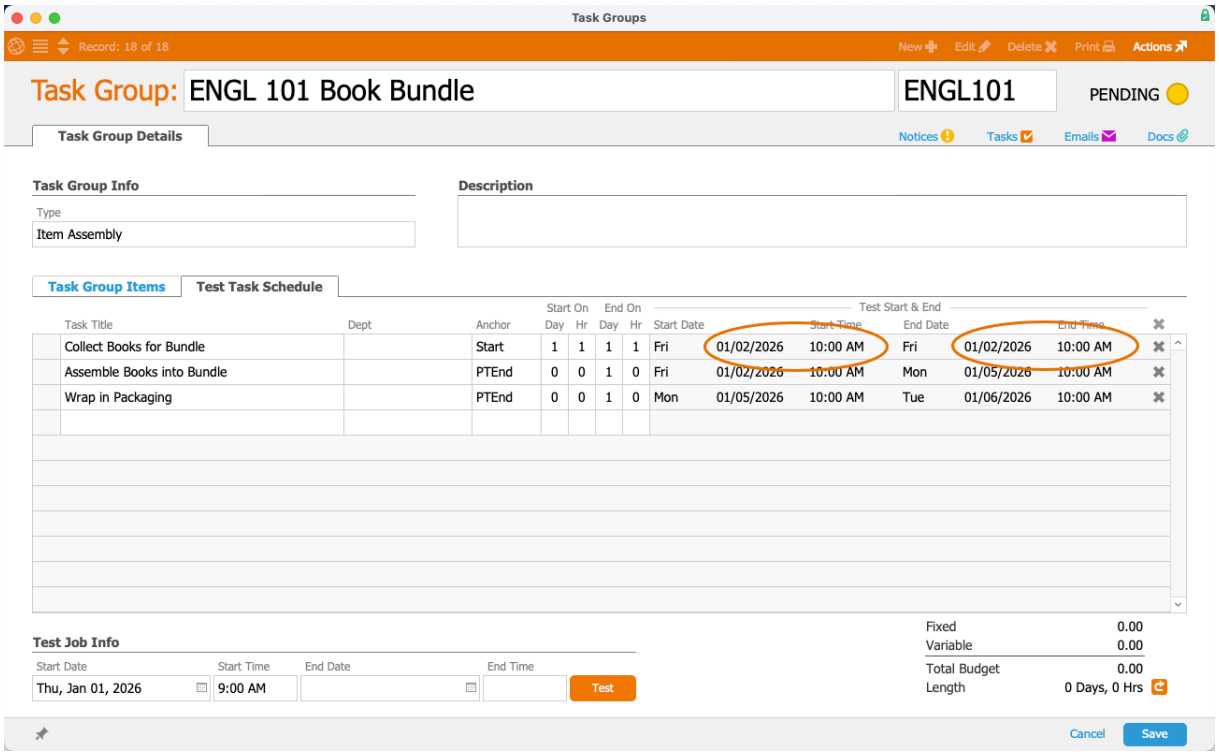
Start Option

If a task Anchor field is Start, the task start date and time are set to the start date and time of the parent job. For example, if a job is set to start Monday, January 1, 2026 at 9:00 AM:

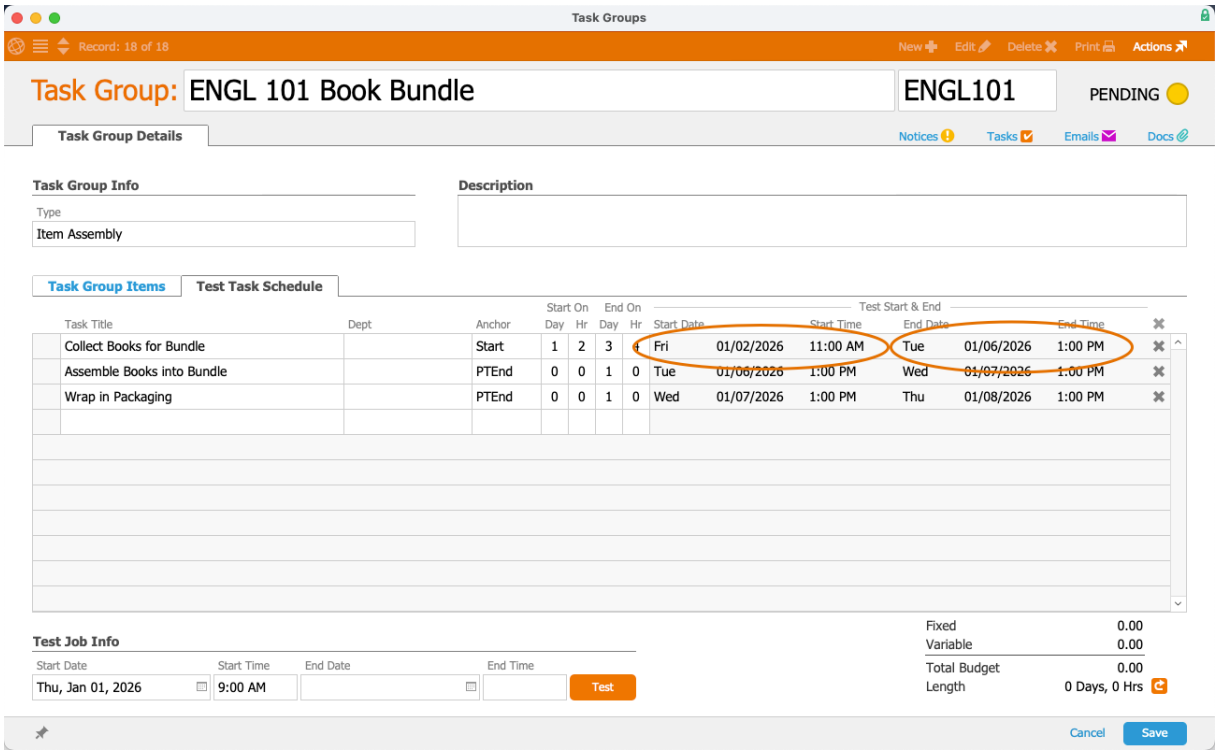
- Entering '0' for all scheduling data will have the task also start on January 1 at 9:00 AM and end on January 1 at 9:00 AM.



- Entering '1' for all scheduling data will have the task start on January 2 at 10:00 AM and end on January 2 at 10:00 AM (i.e. one business day and one hour after the Job Start Date).



- Entering '1' for the Start Day, '2' for the Start Hour, '3' for the End Day, and '4' for the End Hour will have the task start on January 2 at 11:00 AM and end on January 6 at 1:00 PM (i.e. starting one business day and two hours after the Job Start Date; ending three business days and four hours after the Job Start Date).

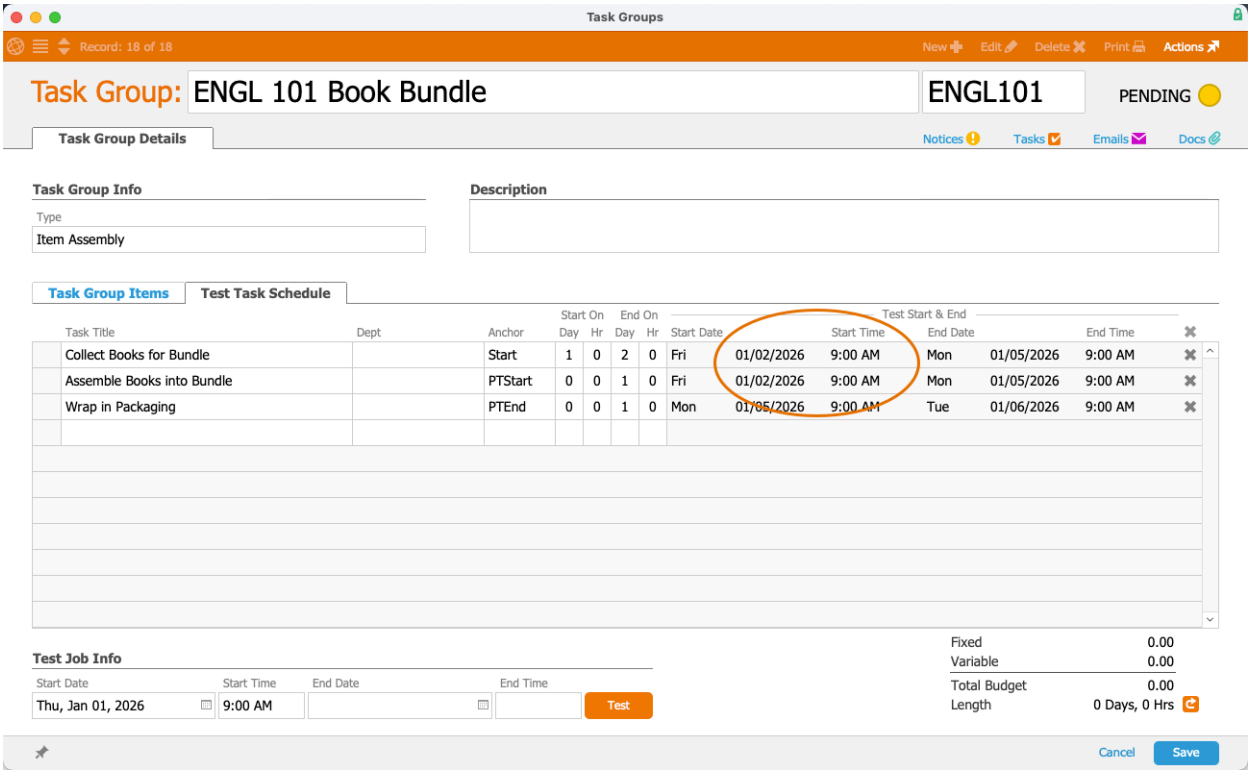


End Option

If a task Anchor field is End, the task end date and time are set to the end date and time of the parent job, following the same logic as the Start option.

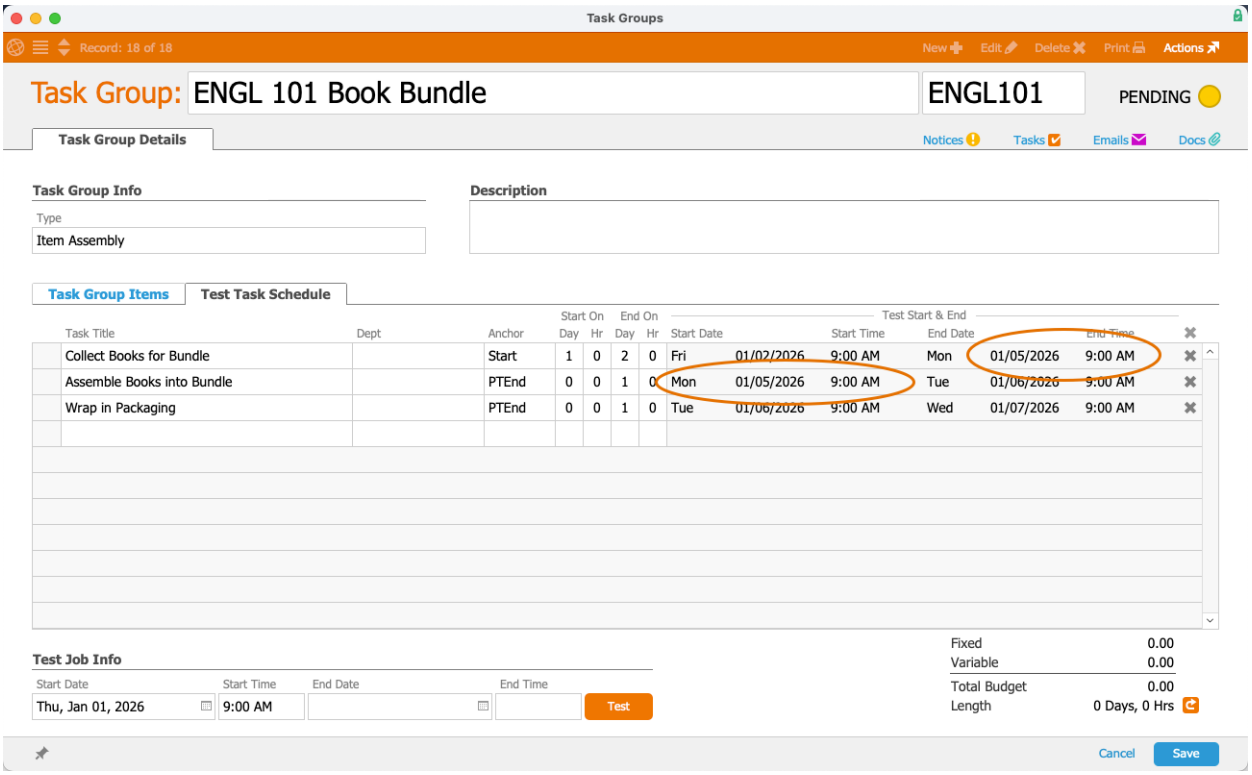
Previous Task Start (PTStart) Option

If a task Anchor field is PTStart, the task date and time are set to the start date and time of the previous task in the task group.



Previous Task End (PTEnd) Option

If a task Anchor field is PTEnd, the task date and time are set to the end date and time of the previous task in the task group.

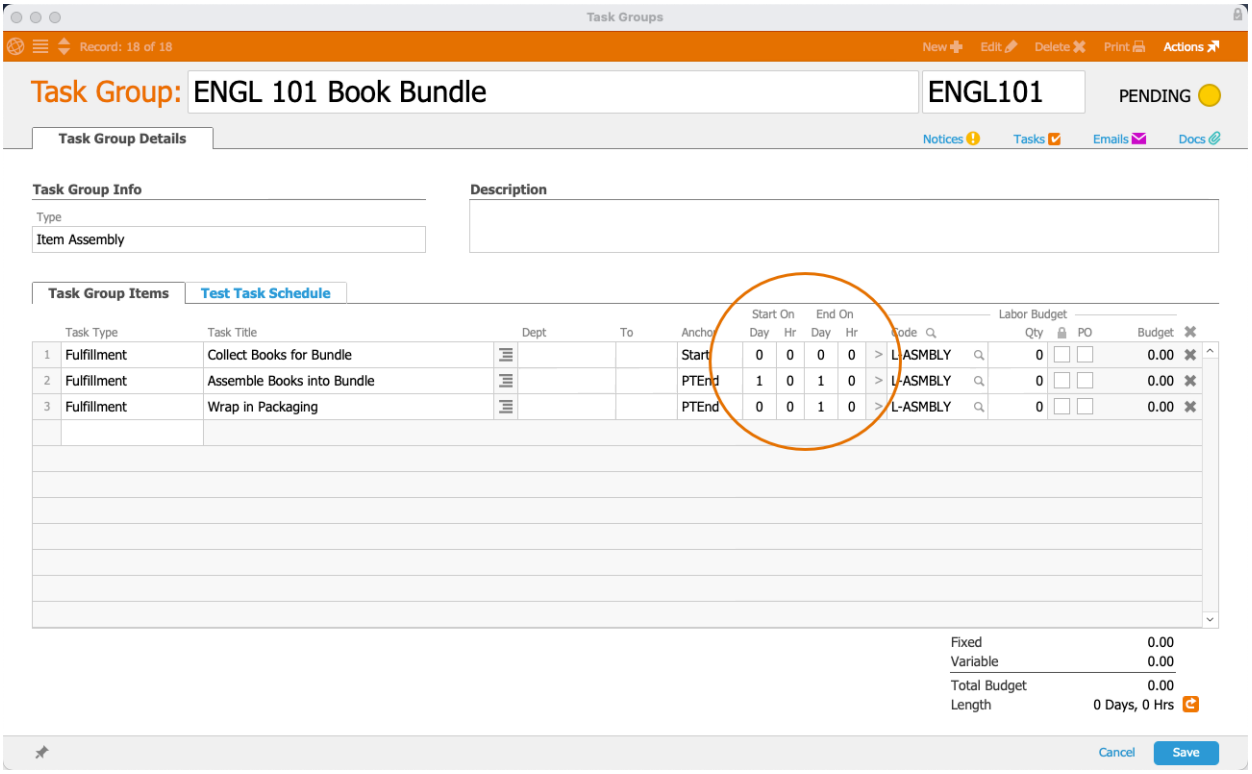


Scheduling Tasks

The scheduling you configure represents the time window in which a task should be completed. While an actual task itself may only require the small amount of time noted in the Qty column, coordinating the necessary equipment and personnel can take longer.

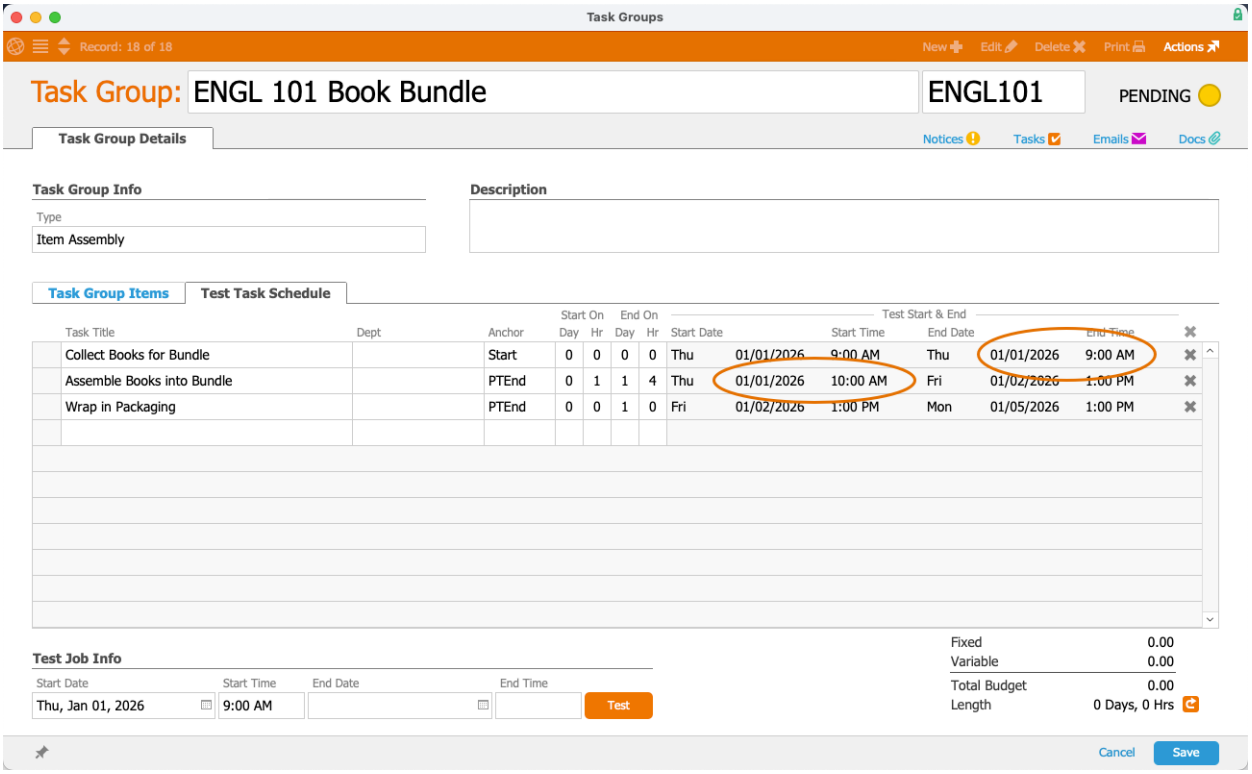
Scheduling in aACE defaults to ignore weekends. This means that on a Friday, a task that is set to begin "the next day" will actually start on Monday.

Creating a schedule for a task group consists of setting start and end times for each task.



Start On Day/Hour

This sets the expected start time for work on each task. The most common setting is to have a subsequent task begin when the preceding task ends (i.e. Anchor: PTE, Start On Day/Hr: 0/0). Entering additional time in the Start On Hr field adds time as a buffer before the next task begins.



End On Day/Hour

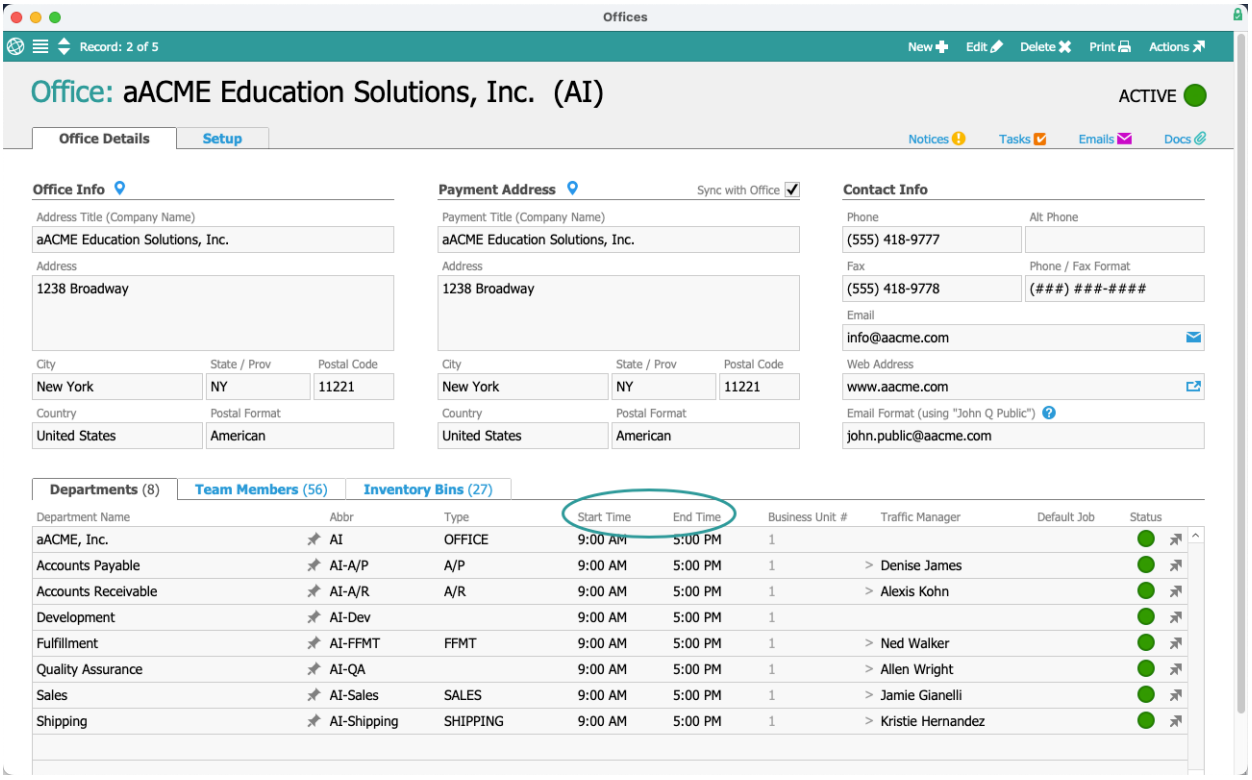
This sets the expected window of time your staff have to complete the task.

Changing Task Scheduling

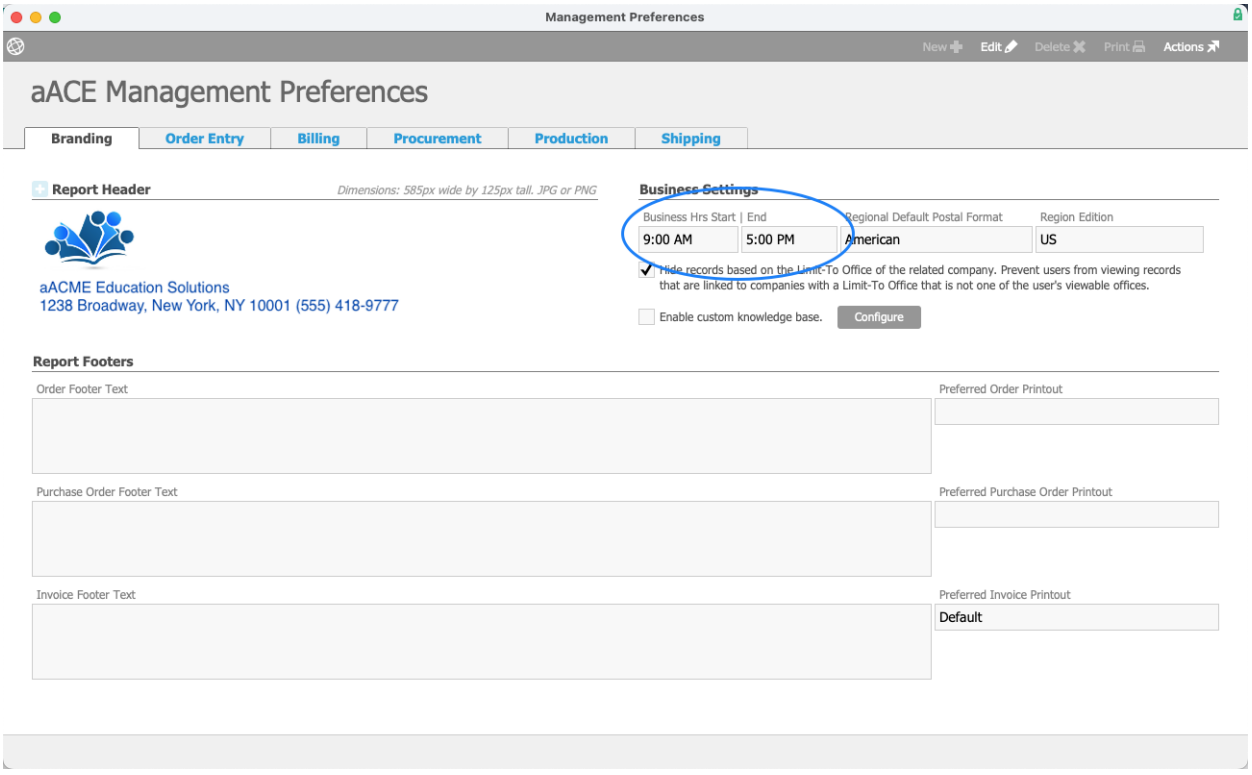
If changes to the schedule for an open order arise, you can edit the task schedule (https://aace6.knowledgeowl.com/help/rescheduling-task-group-tasks).

Task Schedule Calculations

Schedules are calculated based on the department business hours, set using the Start Time and End Time fields. From the Main Menu, go to Internal > Offices > office record > Departments, then edit the Start Time and End Time fields for the department:



You can update the default business hours for new departments. From the Main Menu, go to Internal > Management Preferences > Branding.



Scheduling in aACE defaults to ignore weekends. This means that on a Friday, a task that is set to begin "the next day" will actually start on Monday.

Testing a Schedule

After you create a new task group, you can test your task group (https://aace6.knowledgeowl.com/help/testing-task-groups) to verify the schedule works as intended.