

SUPERVISOR FACILITIES CONNECT ACCESS AND HOME SCREEN

Provides guidance for logging into Facilities Connect Desktop and navigating the Home page.

▼ GETTING STARTED

For the easiest access to Facilities Connect, click on the Facilities Connect icon located on the FM portal. You can also access Facilities Connect from the FM website, via the Facilities Connect option at the top of the screen.

DIRECTIONS:

4	Access Facilities Connect t	hrough the S	Single Sign	On portal
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To login, enter your NetID and Password

	Northwestern ONLINE PASSPORT	
1	NetID	
	Password LOG IN	
	Help with login problems Status of Northwestern IT Services © 2019 Northwestern University	



The Home screen will be your landing page upon log in:

🖃 Reminders - Tasks 🛛 🗨	My Active Tas	ks						Job Cost Facilities Report	ts 🗖 🔻
▶ Notices	∓ My Task Histo	A Wy Task History					Billed Labor Detail Repo	rt 🖻	
▼ My Team's Tasks	<u> </u>							Incurred Labor Detail Report in Provide Content Incurred Labor Detail Report	
137 - Unassigned Tasks 🖻	My Organizat	ion's Active Tasks						Work Order Audit Repor	t 🖻
370 - Overdue Tasks 🖻 0 - Tasks Due This Week 🖻	∓ Tasks On Hold	I For Parts						🕞 Job Cost User Reports	
370 - All Open Tasks 👩							_		
344 - Over-Budget Tasks 🖻	Tasks on Hold	for Resource	Deeveet					Job Cost Summary and	Detail Re
17 - Emergency Tasks 🔯	! Task ID	Task Name	ID	Request Class	Priority	Requested By	Buil		
0 - Callback Tasks 🖻	WT-	CDDC - Lurie - Replace	SR-	DDC -	Medium	Bochenek,Michael	Lurie Re	O&M Reports	
0 - Poor Satisfaction Tasks 🔯	1047607	ISO belimo	1008581	Other/Exception		Jason		All Tasks by Resource 👩	
350 - Active Requests For My	WT-	WT-1056767 - Routine,		General Cleaning	Routine		Tarry Bu	Daily Work Orders Repo	rt 🖻
 My Tasks 	1056767	Custodial Aramark 2020-						EVCUST and CHCUST Op	pen Wor
33 - Overdue Tasks 🖻		2021						Time Entries Pending Ap	oproval (
0 - Tasks Due This Week 👩	WT-	WT-1076171 - 1201	CC-	Leak	Routine	Weyant, Jonathan	1201 Da	Campus Mapping 👩	
33 - My Open Tasks 🔞	1076171	1202 (KITCHEN)	1033811			Calvin			
Create Unavailable Time 🖻	WT-	WT-1080247 - Routine,	SR-	Water	Routine	Morelan, Jack L	Henry C		
All Tasks 🔯	1080247	Sports & Aquatic Cen, Water Temperature	1035156	Temperature			Sports F		
🖂 Hanage Taska	WT-	CDDC - Lurie - SB001	SR-	DDC -	Medium	Sihler, Alan	Lurie Re		
🖃 Manage Tasks 🔤 💌	1082975	Replace noisy poppet	1037290	Utner/Exception		Christian			
Koy Work Tack	W1-	W1-108/119 - TECH	1020552	Carpenter -	Koutine	Svenningsen, Glen	lechnol		



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OPERATIONS & MAINTENANCE

SUPERVISOR FACILITIES CONNECT ACCESS AND HOME SCREEN

DIRECTIONS:



The **Home** screen contains five (5) major sections:

3a My Active Tasks

My Task History





Tasks on Hold for Resource

■	Northwestern FACILITIES CONNECT							(j)	8	
G C C X X	Home Reminders - Tasks Notices My Team's Tasks 137 - Unassigned T 370 - Overdue Tasks 0 - Tasks Due This Work B My Organization's Active Tasks						دی ہے ۔ Bi In W ک		My Bookmarks Job Cost Facilities Reports Billed Labor Detail Report 6 Incurred Labor Detail Report 6 Work Order Audit Report 6 Job Cost User Reports	4
≏	370 - All Open Task 30 344 - Over-Budget To 4 17 - Emergency Task 0 - Callback Tasks 30 0 - Poor Satisfaction Tasks 50 350 - Active Requests For My	Tasks Tasks	On Hold For Parts	æ				<u>וו</u> גפ אנ	Job Cost Summary and Detail Rep	l
	 My Tasks 33 - Overdue Tasks 0 - Tasks Due This Week 33 - My Open Tasks 	WT- 1076171	Custodial Aramark 2020- 2021 WT-1076171 - 1201 DAVIS LEAK IN ROOM 1202 (KITCHEN)	CC- 1033811	Leak	Routine	Weyant,Jonathan Calvin	1201 Da	EVCUST and CHCUST Open Work Time Entries Pending Approval 🗃 Campus Mapping 🛐	
	Create Unavailable Time 🖬 All Tasks 🔞	WT- 1080247	WT-1080247 - Routine, Sports & Aquatic Cen, Water Temperature	SR- 1035156	Water Temperature	Routine	Morelan, Jack L	Henry C Sports F		
	📄 Manage Tasks 🛛 🔍 🗮	WT- 1082975 WT- 1087119	WT-1087119 - TECH EB65 MOLD ON CEILING	1037290 CC- 1039552	Other/Exception Carpenter - Other/Exception	Routine	Sinter, Atan Christian Svenningsen, Glen Steve	Technol Instit		•