



SUPERVISOR

# MODIFY WORK TASKS: UPDATE RESPONSIBLE ORGANIZATION

Provides guidance for updating the responsible organization on a Facilities Connect Work Task.

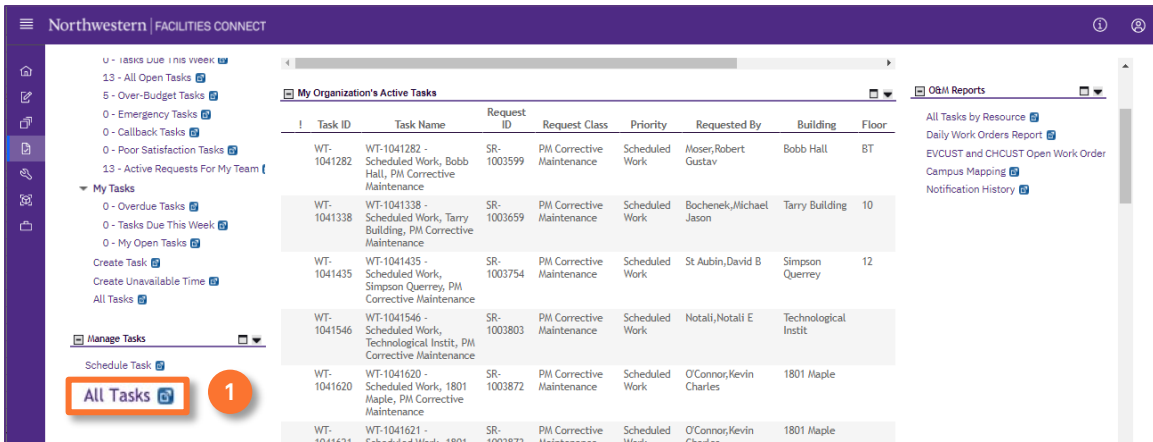
### GETTING STARTED

This job aid begins on the **Tasks** screen. For more information on navigating to the **Tasks** screen, please refer to the **Customer Service: Tasks Tab** job guide.

### DIRECTIONS:

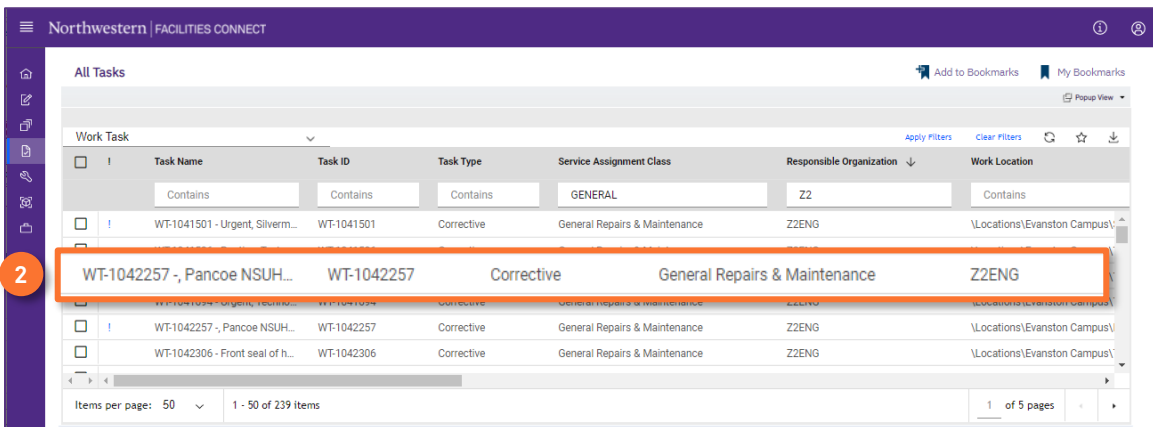
**1** From the **Tasks** tab, scroll down to locate the **Manage Tasks** section:

**1** Click **All Tasks**.



**2** Upon clicking, the **All Tasks** screen will open:

**2** Locate and click the Work Task you wish to view.



### TIP & TRICKS

Utilize the column filters and search function to locate the Work Task you wish to view. Layering your filters will make it easier to locate the Work Task.



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DIRECTIONS:

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To update **Responsible Organization**, locate the **Responsible Organization** section on the **General** tab:

3a From the Responsible Organization section, click on the **Find** button.

Short Name	Organization Type
Hierarchy Path	

The **Find Organizations** pop-up window will appear:

3b Use the drop down menu and select **Work Groups**.

	Name	ID	Hierarchy Path
<input type="radio"/>	IOLANI SCHOOL	0000162773	\Organizations\Vendors\IOLANI SCHOOL
<input type="radio"/>	(GES) GLOBAL EXP...	0000134389	\Organizations\Vendors\GES) GLOBAL EXPERIENCE SPECIALISTS, INC
<input type="radio"/>	/N SOFTWARE INC.	0000215717	\Organizations\Vendors\N SOFTWARE INC.
<input type="radio"/>	1 BEYOND, INC.	0000105587	\Organizations\Vendors\1 BEYOND, INC.

3c Mark the radio button of the **Work Group** you wish to assign.

3d Then, click on the **Ok** button to assign.

	Name	ID	Type
<input type="radio"/>	Contains	Contains	Contains
<input type="radio"/>	Central Auto Mechanic	1042847	Workgroup
<input checked="" type="radio"/>	Central Carpenter	1042848	Workgroup
<input type="radio"/>	Central Contractor Custodian	1042885	Workgroup



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DIRECTIONS:

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Continued.

3e Click on the **Save** button to confirm the **Responsible Organization**.

General Job Cost Work Details Resources Procedures Notifications Notes & Documents Supervisor Complete H 3e Save Save & Close More

(Required): Use this tab to enter, review, or change basic information about the task.

**General** Accept | Start Work | Stop Work

Task ID	WT-1028074	Status	Active
★ Task Name	WT-1028074 - Scheduled Work, PM Corrective Maintenance	Assignment Status	Assigned
Description	maintain fire control panel shared by Searle (54.5%), Ward (37.5%) and Morton (8%)		