



WAREHOUSE ISSUE PART TO WORK TASK

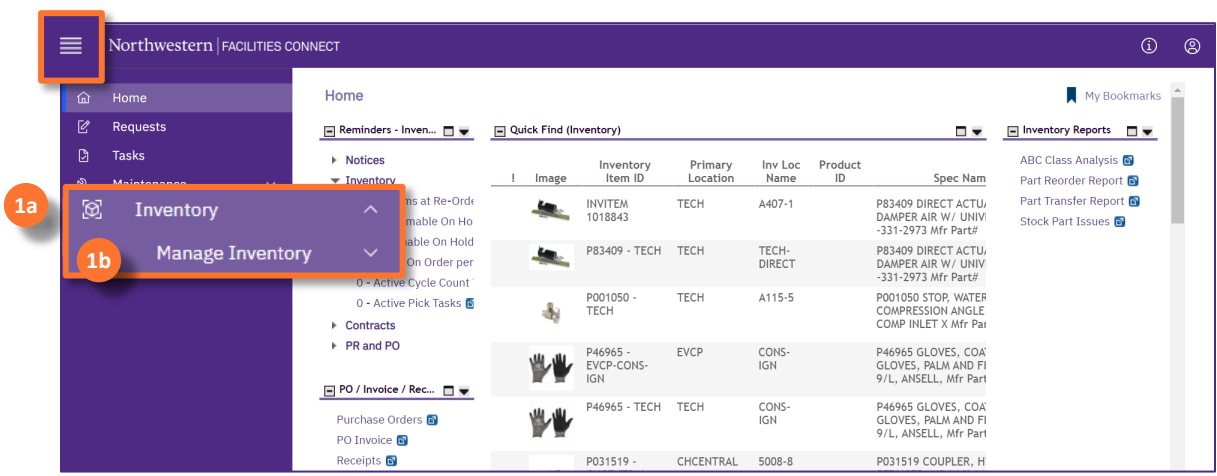
Provides guidance for how to issue parts to a work task.

DIRECTIONS:

1 From the Facilities Connect Home Screen, navigate to the hamburger menu:

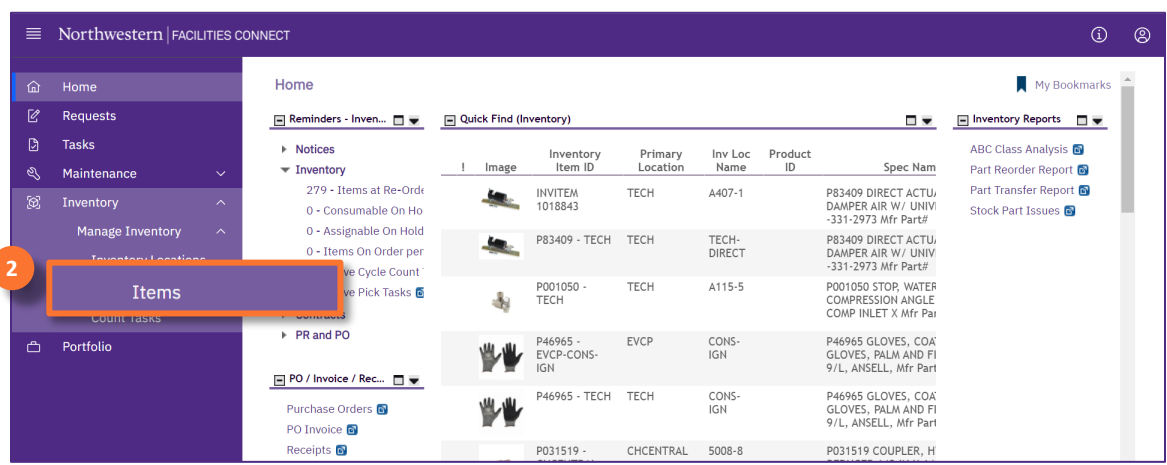
1a Click on the **Inventory** section drop-down arrow.

1b Click on the **Manage Inventory** section drop-down arrow.



2 On the **Manage Inventory** drop-down menu:

2 Click on **Items**.





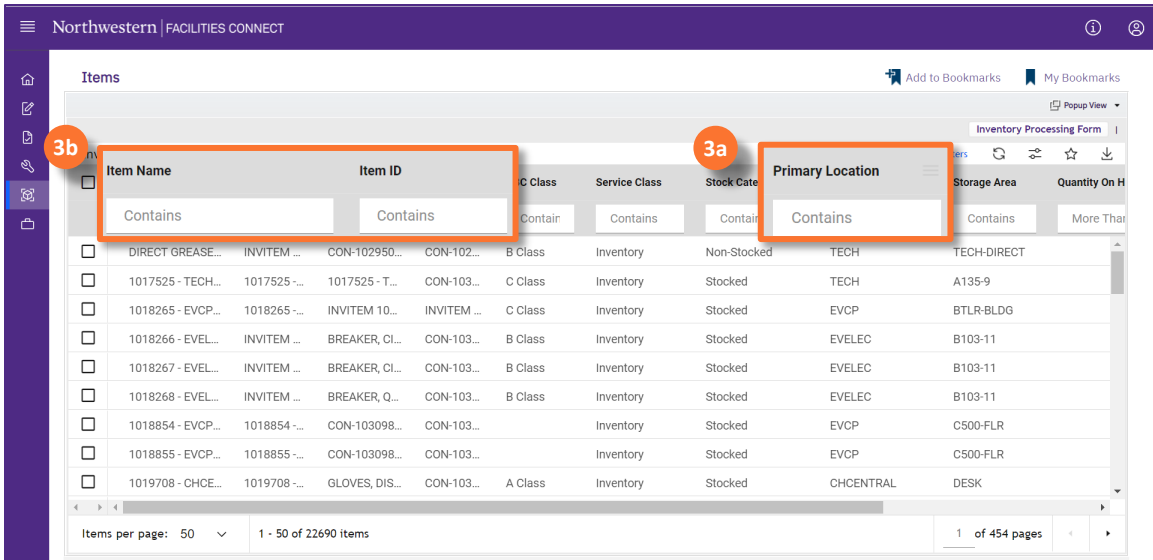
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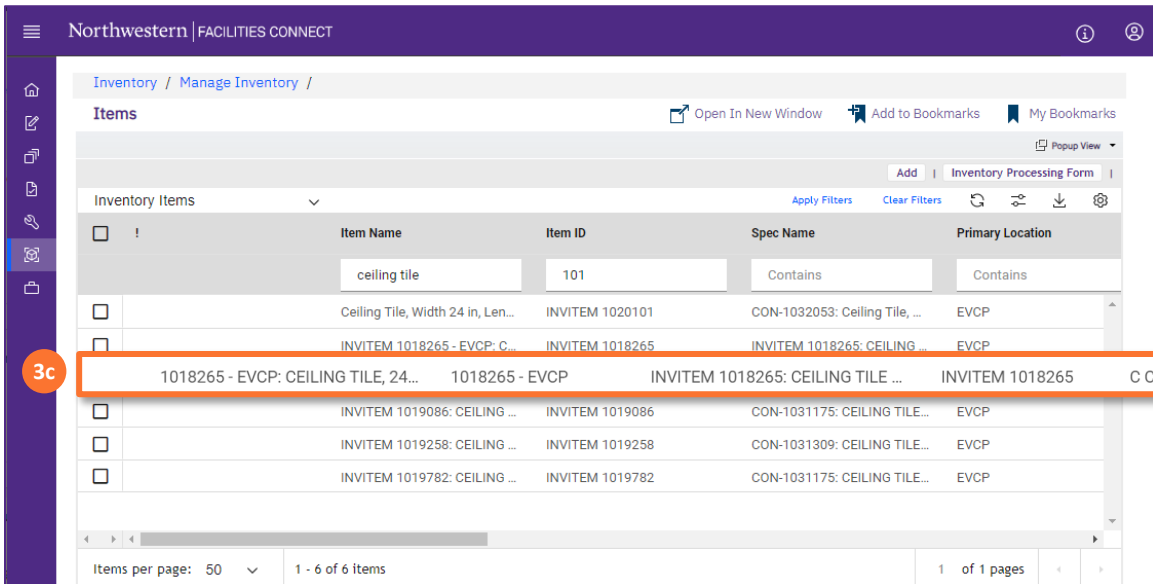
3 Upon clicking, all inventory items will display. To find the single inventory item,:

3a To see inventory in a specific warehouse, type in the warehouse location under **Primary Location**

3b Type in the **Item ID** or **Item Name** and press **Enter** to find the exact match for your review.



3c Click on the **item line** to open the Inventory Item page in a new window.



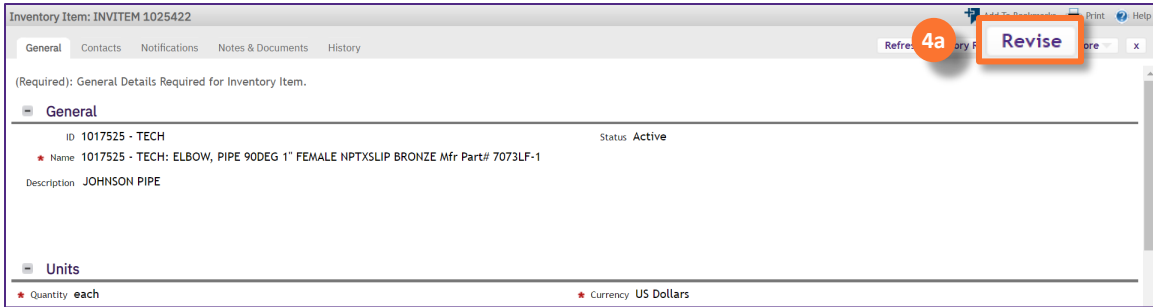


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DIRECTIONS:

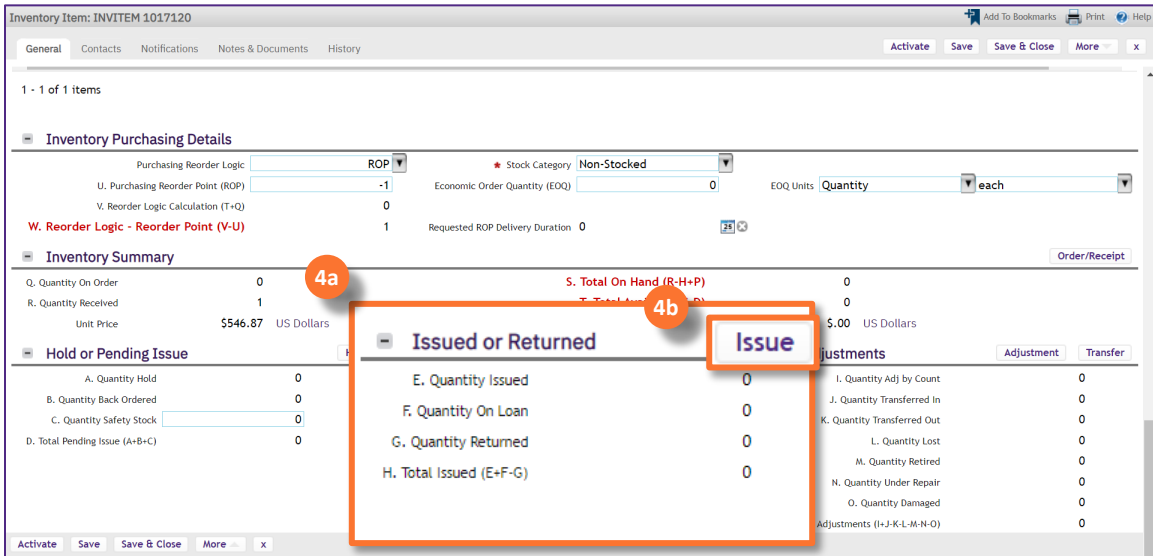
4 From the **Inventory Item** page,

4a Click on the **Revise** button.



4b Scroll down to bottom of the page, in the **Issued or Returned** section.

4c Click on the **Issue** button.





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DIRECTIONS:

5 Upon clicking, a new **Issue/Loan Transaction** window will open,

- 5a** The **Transaction Type** **Inventory Issue** will default to **Inventory Issue**.
- 5b** Type the first three characters of the Technician's last name into the **Issued To** box and click on the **name**.
- 5c** Enter the **Quantity** to be Posted.

6 To link the Work Task,

- 6a** Scroll down to the Reference Section.
- 6b** Click the **Find** button.

Order ID	Order Name	Quantity Units
Quantity Requested		0
Quantity On Hold		0
Quantity Issued		0
Quantity Remaining		0

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DIRECTIONS:

6 (cont.) Upon clicking, a Task search window will popup,

6c Enter the Work Task ID# in the **ID search box** and press **Enter**.

6d Click the Work Task radio button on the left.

6e Click **OK**.

Issue/Loan Transaction: 1153860

General Audit Actions

Material Order Process Manual Return

OK ✓ Cancel ×

!	Form Type	ID	Task Name	Planned Start	Planned End
<input checked="" type="radio"/>	Contains	Contains	Contains	More Than or Equals	Less Than or E
<input type="radio"/>	Work Task	WT 1200000	WT 1200000 - Routine, 180...	01/21/2022 11:07:01	02/01/2022 11:0
<input type="radio"/>	Work Task	WT-1027530	WT-1027530 - Routine, Fost...	02/17/2020 13:18:48	07/01/2020 09:1
<input type="radio"/>	Work Task	WT-1027611	WT-1027611 - Routine, Pick...	02/18/2020 11:21:42	02/28/2020 11:2
<input type="radio"/>	Work Task	WT-1027764	WT-1027764 - Technologica...	02/18/2020 13:48:14	03/26/2020 11:4

7 On the Issue/Loan Transaction window:

7a Check to make sure the WT is listed under **Reference**.

7b Click the **Post** button to Issue the part(s).

Issue/Loan Transaction: 1153860

General Audit Actions

Post

ID 1153860 Status Active

Transaction Type **Inventory Issue** Issued To

Quantity to be Posted 0 Transaction Date 02/22/2022 12:58:43

Quantity UOM each Transaction By Major, Darius - 1096450

Reference (Product Request or Task)

Manual Return

Linked Record WT 1200000 - Routine, 1800 Sherman, Electrical Outlet * Linked Business Object Task



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DIRECTIONS:

8

On the Inventory Item window:

8a

Click on the **History** Tab.

8b

Verify the transaction status shows as **Posted**, the **quantity** issued out is correct, and the **total cost** appears.

8c

Click on the **Activate** button to change the Item Status to Active.

Inventory Item: INVITEM 1017120

General Contacts Notifications Notes **8a** **History** **8c** **Activate** Save & Close More x

(Summary): Inventory Items Transaction History.

Transaction Log

Transaction ID	Type	Date	Quantity	Unit Price	Total Cost	Status	PO ID
1153861	Inventory Issue	02/22/2022 13:21:16	0 each	\$546.87	\$0.00	Active	
1153860	Inventory Issue	02/22/2022 12:58:43	0 each	\$546.87	\$0.00	Active	
1153859	Inventory Issue	02/22/2022 10:43:08	0 each	\$546.87	\$0.00	Active	
1148837	Inventory Issue	11/15/2021 11:35:57	0 each	\$546.87	\$0.00	Active	
1054141	Inventory Issue	08/23/2020 13:55:15	1 each	\$546.87	\$546.87	Posted	

Items per page: 10 1 - 7 of 7 items 1 of 1 pages

Activate Save Save & Close More x

IMPORTANT

Outside of Facilities Connect, the **Transaction ID number** should be entered on the Warehouse Parts Issue sheet.

Transaction ID
1153861
1153860
1153859
1148837
1054141
1033945
1033011