PROJECT MANAGEMENT



Quick Guide 2

PROJECT MANAGER: SEARCH PROJECT WORK TASK (ALL TASKS)

Provides guidance for locating and searching All Work Tasks in Facilities Connect.

▼ GETTING STARTED

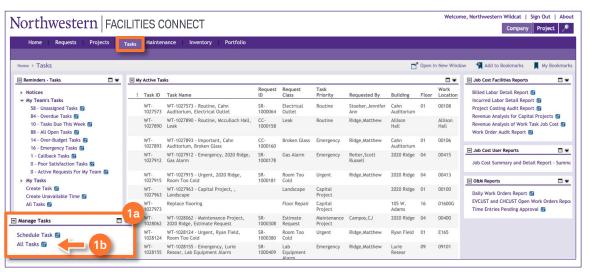
This job aid begins on the Tasks tab. For more information on navigating Facilities Connect, please refer to Job Guide #1.

DIRECTIONS:

1

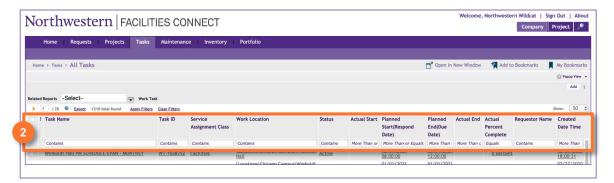
From the **Tasks** tab:

- 1a Locate the Manage Tasks section.
- 1b Click on the All Tasks link.



Upon clicking, the **All Tasks** screen will open.

Use the column headers and search function to locate the Work Task you wish to view.



▼ INFORMATION

The list's default sort setting is in descending order (i.e. newest first). Clicking on the **column header** changes sorting to ascending order (i.e. oldest first). Clicking the **column header** a second time returns to the default setting.

PROJECT MANAGEMENT



Quick Guide 2

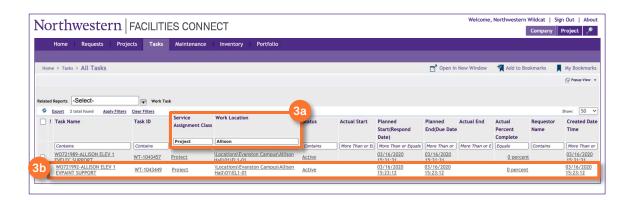
PROJECT MANAGER: SEARCH PROJECT WORK TASK (ALL TASKS)

DIRECTIONS:

3 ^{Ir}

In the search field:

- 3a Enter keywords to narrow your search.
- 3b Click on the Work Task you wish to view.



▼ TIP & TRICKS

If you have the Work Task ID number, that is the best way to search for your task. Copy and paste any WT# into the Task ID field and press enter.

Utilizing the Service Class Assignment and Work Location search fields are the best ways to narrow your search to find Project related Work Tasks, if you do not have the Work Task ID#.

Layering filters will only search within the parameters of the previous results. Use the Clear Filters button before conducting new searches.