

#### **OPERATIONS & MAINTENANCE**

# SUPERVISOR ACCESS & NAVIGATION: TASKS SCREEN

Provides guidance for locating and navigating the Tasks screen in Facilities Connect.

## ▼ GETTING STARTED

The Tasks screen in located on the Home Screen – for instructions on logging into Facilities Connect, please refer to Supervisor: FC Access and Home Screen.

#### ▼ INFORMATION

The Tasks screen contains information and reports regarding individual Work Tasks.

## DIRECTIONS:



From the **Facilities Connect** home screen:

Click on the **Tasks** tab.

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On the Tasks tab, you access the following sections:

My Active Tasks: A list of all active Work Tasks that have been assigned to you.

My Tasks History: A record of all Work Tasks that have been assigned to you.

My Organization's Active Tasks: All Work Tasks that have been assigned to your Workgroup.

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# SUPERVISOR ACCESS & NAVIGATION: TASKS SCREEN

## **DIRECTIONS:**



Tasks screen sections continued:

2d **Tasks on Hold for Parts:** All Work Tasks that have been put on Hold and are awaiting parts before continuing work.

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Locate: Search function to locate Buildings, Floor Plans, Rooms, or Equipment on the GIS Map.

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# SUPERVISOR: TASKS SCREEN

#### **DIRECTIONS:**

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- The **Reminders Tasks** section contains preset and filtered Searches/Reports to assist in locating Work Tasks:
  - 3a Notices: Action items or Notifications connected to Work Tasks or Services Requests related to you.
  - **3b** My Teams Tasks: Searches that include all Work Tasks assigned to your Workgroup.
  - **3c** My Tasks: Searches that include only the Work Tasks assigned to you.
  - 3d All Tasks: all Work Tasks in Facilities Connect, regardless of status.

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Work Task and Time Entry Reporting can also be found along the right side of the screen in the following sections: Incurred Labor Detailed Report: Billed and approved Time Entries.

All Tasks by Resource: Detailed lookup by Technician name.

Time Entries Pending Approval: Approve or reject Technician Time Entries.

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