

# SUPERVISOR ASSIGN NEW RESOURCES TO WORK TASKS

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

#### ▼ GETTING STARTED

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

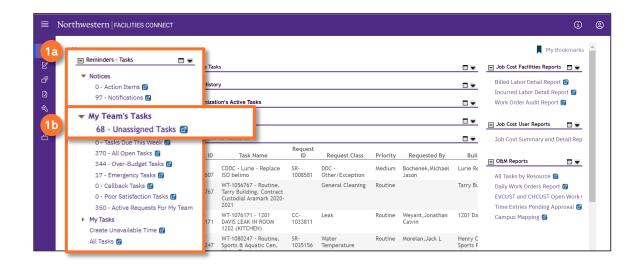
#### **DIRECTIONS:**

1a

From the **Tasks** screen:

Locate the **Reminders – Tasks** section on the left-hand side of the screen.

1b Click on the **My Teams Tasks – Unassigned Tasks** option at the top of the list.





Upon clicking, the My Team Unassigned Tasks screen will open:

You can now search for a specific **Work Task** by using the search beneath each of the column headers.

Once you locate the desired **Work Task**, click on the record anywhere to open it.

ı	Northwestern   FAC	ILITIES CONNECT				0 ®
습	My Team Unassi	gned Tasks			📩 Add to Bo	ookmarks 📕 My Bookmarks
ľ						
∂" 2a	Task ID	Task Name	Task Description		Task Type	Request Class
-0 Ø	Contains	Contains	Contains		Contains	Contains
۵.	WT-1041851	WT-1041851 - Routine, Tec	Morning meetingcancel and wait for SWO's in system	Corrective	General Repairs &	Maintenan Routine
	WT-1046184	WT-1046184 - Emergency	Respond to ventilation alarm (air handler #2), investigate, res.	Corrective	HVAC Alarm	Emergency
<b>2b</b>	WT-1048784	WT-1048784 - R	outine, Tec BC infill clean steam gen alarm		Corrective	Other HVAC Ser
		mino noor Emergenoy,	reopending to temperature diarritinat may not appigned to o	ooncoure	r ressurization Air	Horn loode Emergency
	WT-1047063	WT-1047063 - Scheduled	Provide maintenance service to Oak Grove Library Center	Corrective	PM Corrective Mai	ntenance Scheduled Wo
	WT-1048657	WT-1048657 - Routine, Tec	D Wing DI pump # 1 leak	Corrective	Other HVAC Servic	e Routine



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### **DIRECTIONS:**



## Once the Work Task record has opened:

#### Click on the Resources tab.

Work Task: WT-1027616	-WT-1027616 - Urgent, Cook Hall (Mlsb), Lights
General Job Cost	Wo and the second se
(Required): Use this tab	to enter, review, or change basic information about the task.
General	
Task ID	WT-1027616
\star Task Name	WT-1027616 - Urgent, Cook Hall (Mlsb), Lights
Description	Test.UAT.51 Contact Center : -
Task Relssue Reason	
Currency US Dollars	



4a

### On the Resources tab:

### Click on the Find People tab.

			Supervisor Complete	Hold	Save	Save & Close	More
4a Find Assets	Find People	Find Locations	Find Organization	Time Entry	Quick	Add Time Entry	Remo
-						Sho	w: 10

- <sup>4b</sup> Check the boxes next to the Resources that you want to add to the Work Task.
  - Click **OK** to save the Resources.

					4c OK ✓ Cancel ×
	People in	Responsible O 🗸		Apply Filters Cl	lear Filters 🕄 🗢 ☆ 🛓
	· [	HR ID	Last Name	First Name	Name
		Contains	Contains	Contains	Contains
4b	$\checkmark$	1047031	Friedman	Lucy	Friedman,Lucy C
		2263297	Harris	Kevin	Harris,Kevin Eugene
		1068975	McKinney Jr	James	McKinney Jr,James I
		1014382	Newton	David	Newton,David J
		1017325	Notali	Notali	Notali,Notali E
		1087899	Sometani	Hanako	Sometani,Hanako



#### **OPERATIONS & MAINTENANCE**

# SUPERVISOR ASSIGN NEW RESOURCES TO WORK TASKS

#### **DIRECTIONS:**

5a

5b

5a



Back on the Resources tab,

You will see the new **Resources** listed.

Click **Save & Close** button to save the Resources and close the record.

General Job Cost Work Details	Resources Procedures Notifications Note:	s & Documents Work Task Info	Audit Actions Superv	risor Complete 5b	Save & Close
(Optional): Use this tab to enter, revie	w, or change resource assignments for the sel	lected task.		-	
Deserves				1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	
<ul> <li>Resources</li> </ul>		Find Assets   Find People	Find Locations   Find Organ	ization   Time Entry	Quick Add Time Entry
Resources     Export 2 total found Apply Filter	s Clear Filters	Find Assets   Find People	Find Locations   Find Organ	ization   Time Entry	Quick Add Time Entry   Re Show:
	s <u>Clear Filters</u> Resource Type	Find Assets   Find People Resource Requ		Percent Allocated	
Export 2 total found Apply Filter			irement I		Show:
Export 2 total found Apply Filter     I Name	Resource Type	Resource Requ	irement I	Percent Allocated	Show: