



NORTHWESTERN UNIVERSITY POLICE

MODIFY WORK TASKS: ASSIGN RESOURCE(S)

Provides guidance for assigning resources to a Facilities Connect Work Task.

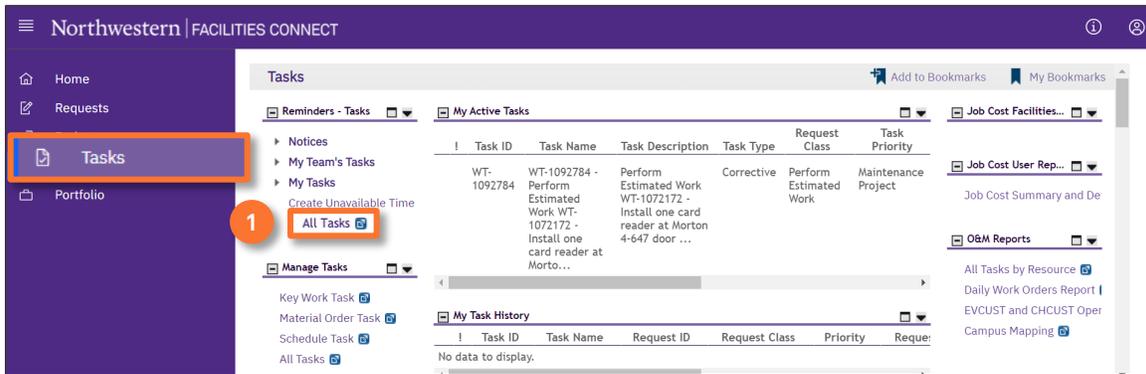
GETTING STARTED

This job aid begins on the **Tasks** screen. For more information on navigating to the **Tasks** screen, please refer to the **Access + Navigation** job guide.

DIRECTIONS:

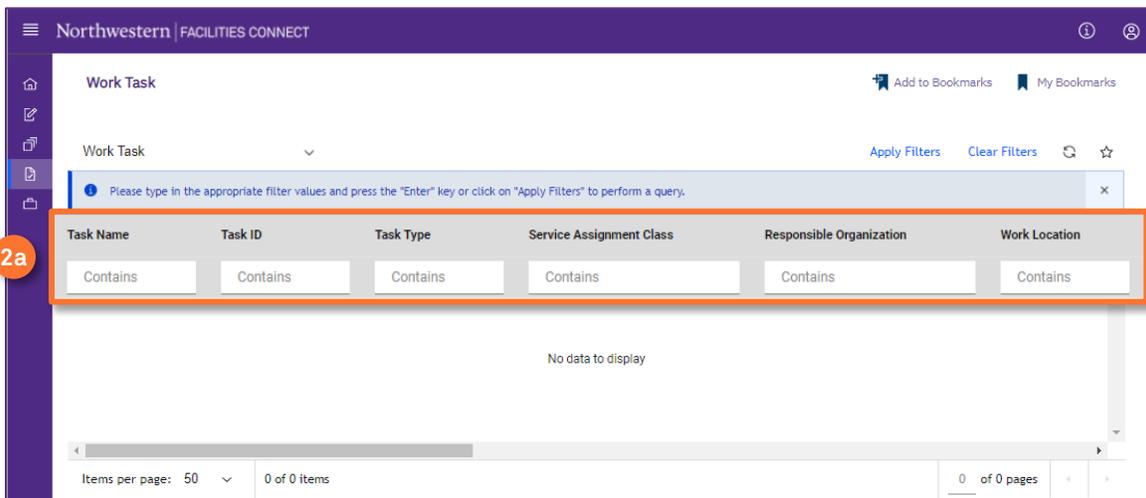
1 From the **Tasks** screen, locate the **Manage Tasks** section:

1 Click on the **All Tasks** menu option.



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

2a Use the available **Search Fields** (beneath column headers) to locate the **Work Task** you wish to view.





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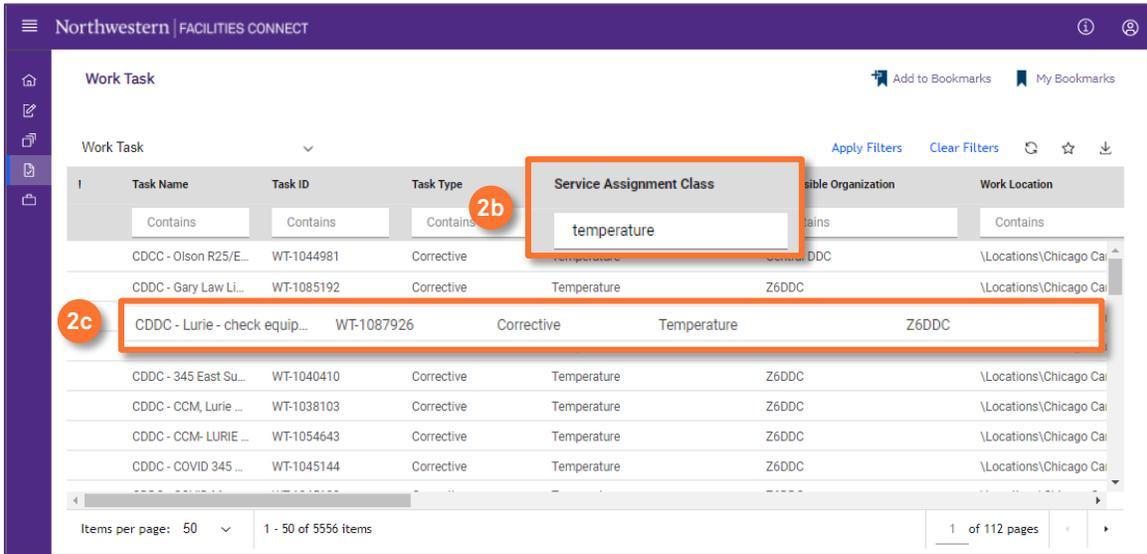
DIRECTIONS:

2

cont.

2b Enter keywords and press the **Enter** key to narrow your search.

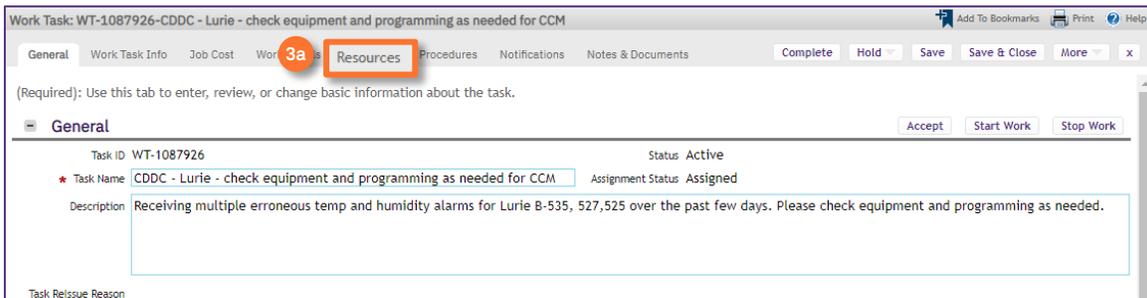
2c Once located, click anywhere on the **Work Task Record** to open.



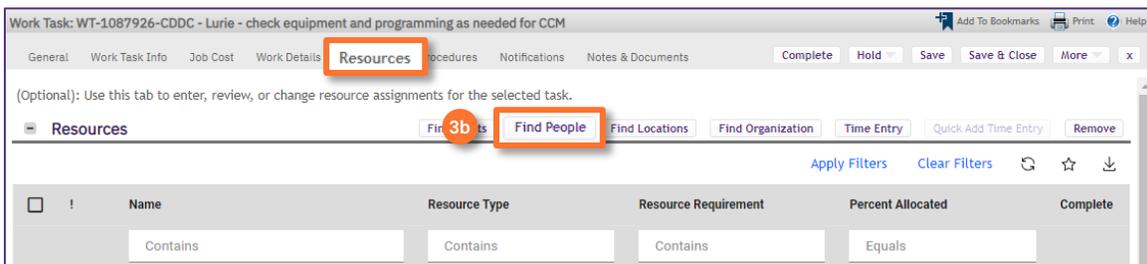
3

To Assign Resources on the work task:

3a Click on the **Resources** tab.



3b Next, locate and click on the **Find People** option.





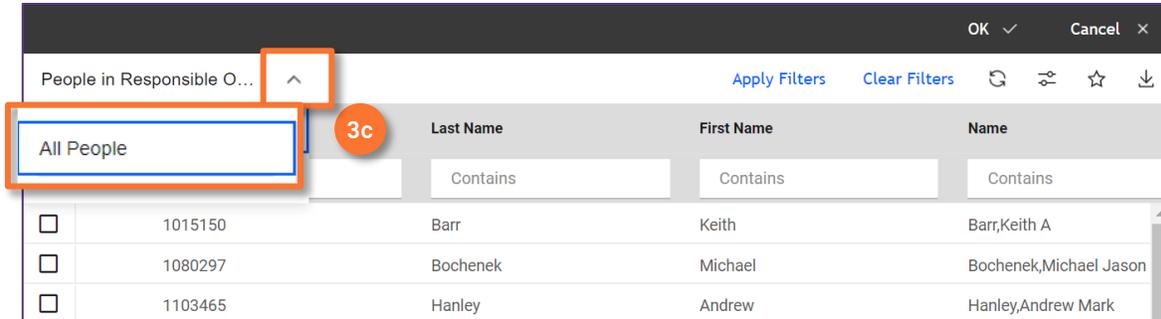
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DIRECTIONS:

3 cont.

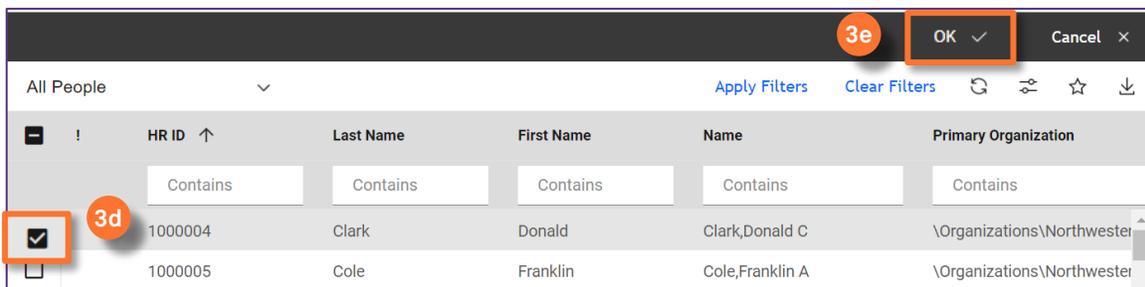
The **Find People** pop-up window will appear:

3c Click on the drop down menu arrow and select the **All People** option to search all available Resources.

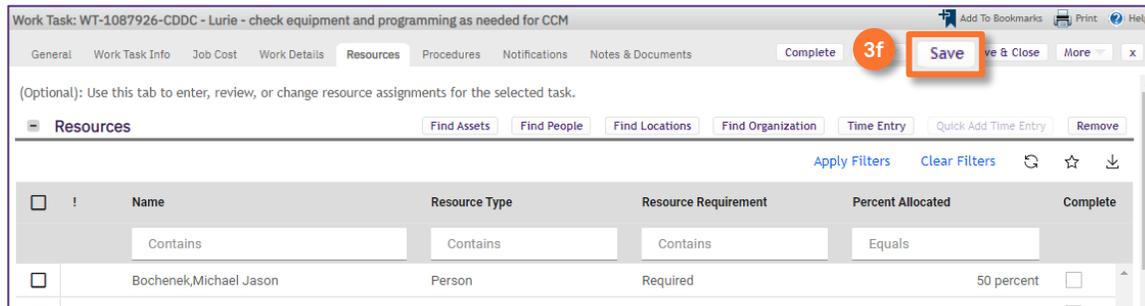


3d Mark the **Checkbox** beside the name of the individual(s) you wish to assign as a **Resource**.

3e Then, click on the **Ok** button to assign. Repeat **3c** through **3e** as necessary for multiple individuals.



3f Click on the **Save** button to confirm the assignment(s).



▼ TIP & TRICKS

Utilize the column headers and search bars to narrow your search. Searching by first and last name, sorted by **All People** is most effective way to locate a resource.