



SUPERVISOR

# SEARCH ALL WORK TASKS

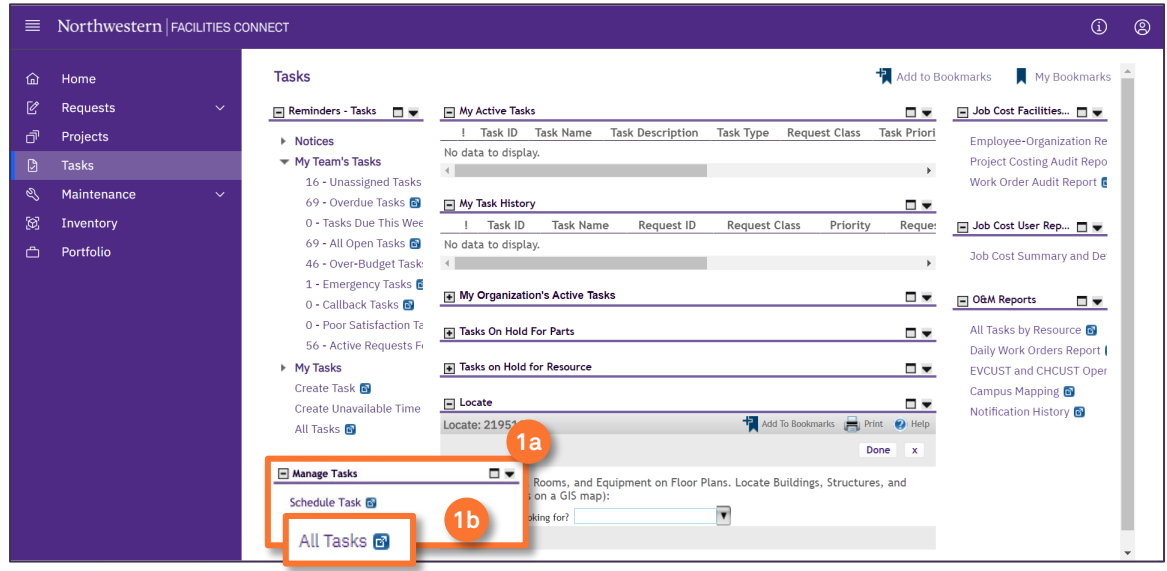
Provides guidance for locating and searching All Work Tasks in Facilities Connect.

▼ GETTING STARTED

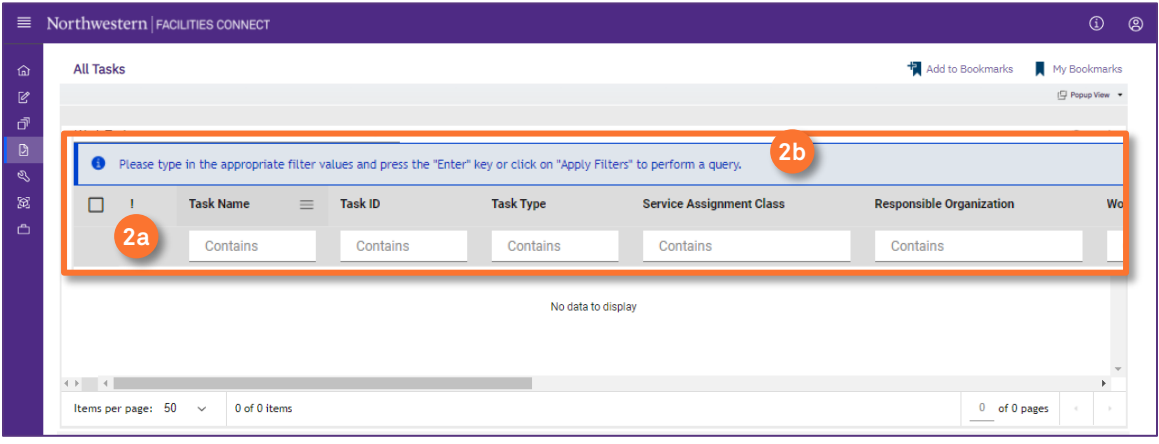
This job aid begins on the **Tasks** screen. For more information on navigating to the **Tasks** screen, please refer to **Supervisor: Task Screen** job aid.

DIRECTIONS:

- 1 From the **Tasks** screen:
  - 1a Locate the **Manage Tasks** section on the left-hand side of the screen.
  - 1b Tap on the **All Tasks** option at the bottom of the list.



- 2 Upon tapping, the **All Tasks** screen will open. Because of the size of the report, the default view will be blank.
  - 2a Enter criteria in any of the search fields beneath each of the column headers.
  - 2b Initiate the search by pressing the **Enter** key.





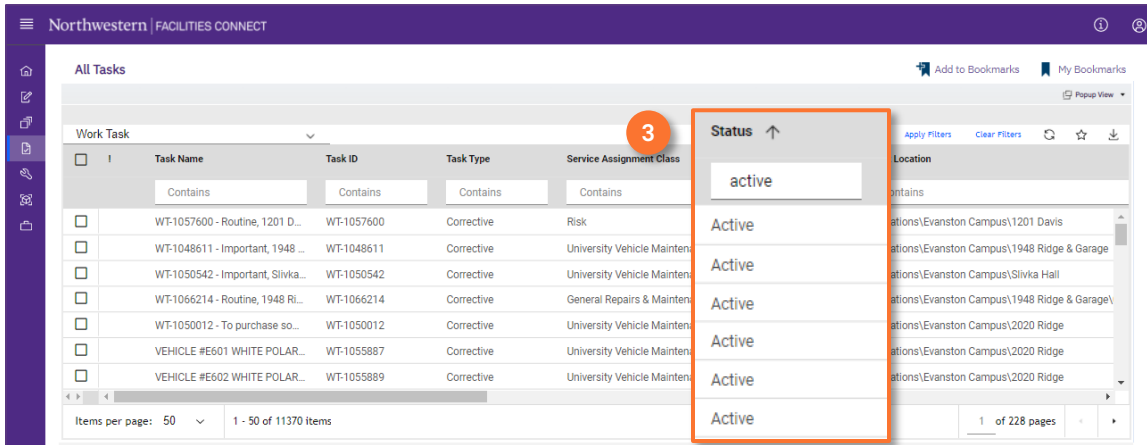
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#### DIRECTIONS:

**3** Click on any **column header** to change the way the lists are sorted.

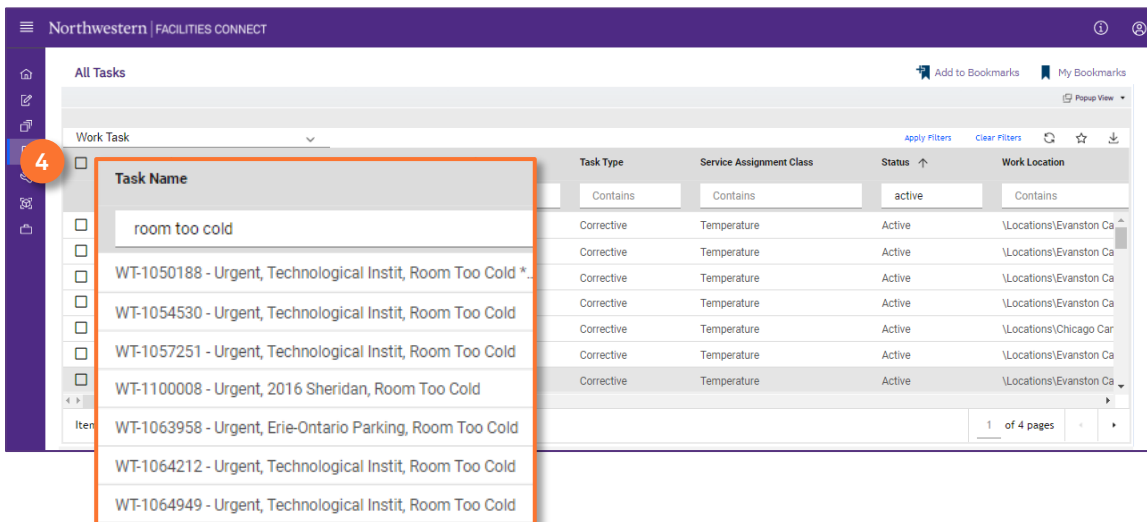
**3** Click on **Status** to sort all **Active Work Tasks** to the top.



#### ▼ 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.

**4** Type in **keywords** to narrow your search further:



#### ▼ TIP & TRICKS

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