



SUPERVISOR

# ASSIGN NEW RESOURCES TO WORK TASKS

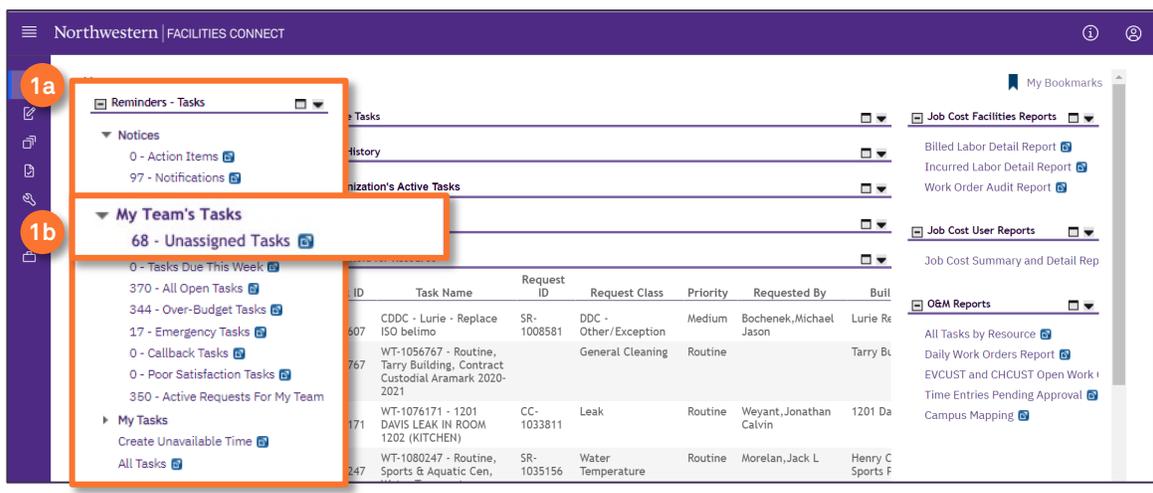
Provides guidance for locating and searching All Work Tasks in Facilities Connect.

▼ 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.

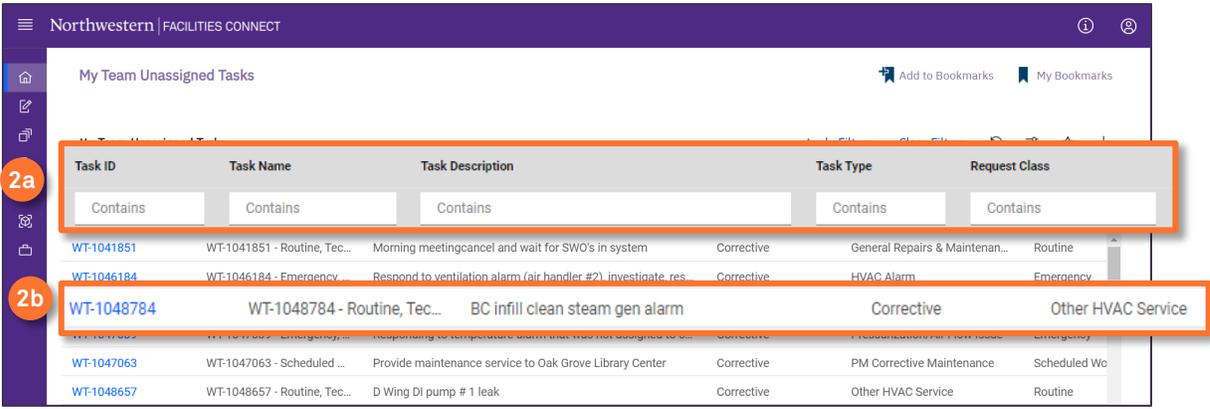
DIRECTIONS:

- 1 From the **Tasks** screen:
  - 1a 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.



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

- 2a You can now search for a specific **Work Task** by using the search beneath each of the column headers.
- 2b Once you locate the desired **Work Task**, click on the record anywhere to open it.





SUPERVISOR

# ASSIGN NEW RESOURCES TO WORK TASKS

DIRECTIONS:

3 Once the Work Task record has opened:

3 Click on the **Resources** tab.

Work Task: WT-1027616-WT-1027616 - Urgent, Cook Hall (Mlsb), Lights

General Job Cost Work Order **Resources** Procedures Notifications Notes & Documents Work Task Info Audit Actions

(Required): Use this tab to enter, review, or change basic information about the task.

**General**

Task ID WT-1027616

\* Task Name WT-1027616 - Urgent, Cook Hall (Mlsb), Lights

Description Test.UAT.51 Contact Center : -

Task Reissue Reason

Currency US Dollars

4 On the Resources tab:

4a Click on the **Find People** tab.

Supervisor Complete Hold Save Save & Close More x

Find Assets **Find People** Find Locations Find Organization Time Entry Quick Add Time Entry Remove

Show: 10

Percent Allocated Complete

4b Check the boxes next to the Resources that you want to add to the Work Task.

4c Click **OK** to save the Resources.

People in Responsible O... Apply Filters Clear Filters

<input type="checkbox"/>	HR ID	Last Name	First Name	Name
<input checked="" type="checkbox"/>	1047031	Friedman	Lucy	Friedman, Lucy C
<input checked="" type="checkbox"/>	2263297	Harris	Kevin	Harris, Kevin Eugene
<input type="checkbox"/>	1068975	McKinney Jr	James	McKinney Jr, James I
<input type="checkbox"/>	1014382	Newton	David	Newton, David J
<input type="checkbox"/>	1017325	Notali	Notali	Notali, Notali E
<input type="checkbox"/>	1087899	Sometani	Hanako	Sometani, Hanako

4c OK Cancel



SUPERVISOR

# ASSIGN NEW RESOURCES TO WORK TASKS

DIRECTIONS:

- 5** Back on the Resources tab,
  - 5a** You will see the new **Resources** listed.
  - 5b** Click **Save & Close** button to save the Resources and close the record.

Work Task: WT-1027616-WT-1027616 - Urgent, Cook Hall (Mlsb), Lights

General Job Cost Work Details **Resources** Procedures Notifications Notes & Documents Work Task Info Audit Actions Supervisor Complete **5b** **Save & Close**

(Optional): Use this tab to enter, review, or change resource assignments for the selected task.

**Resources** Find Assets Find People Find Locations Find Organization Time Entry Quick Add Time Entry Remove

Export 2 total found Apply Filters Clear Filters Show: 10

Name	Resource Type	Resource Requirement	Percent Allocated	Complete
Contains	Contains	Contains	Equals	
Elbe, Jeffrey S	Person	Required	100 percent	<input type="checkbox"/>
Harris, Kevin Eugene	Person	Required	100 percent	<input type="checkbox"/>