

## WAREHOUSE

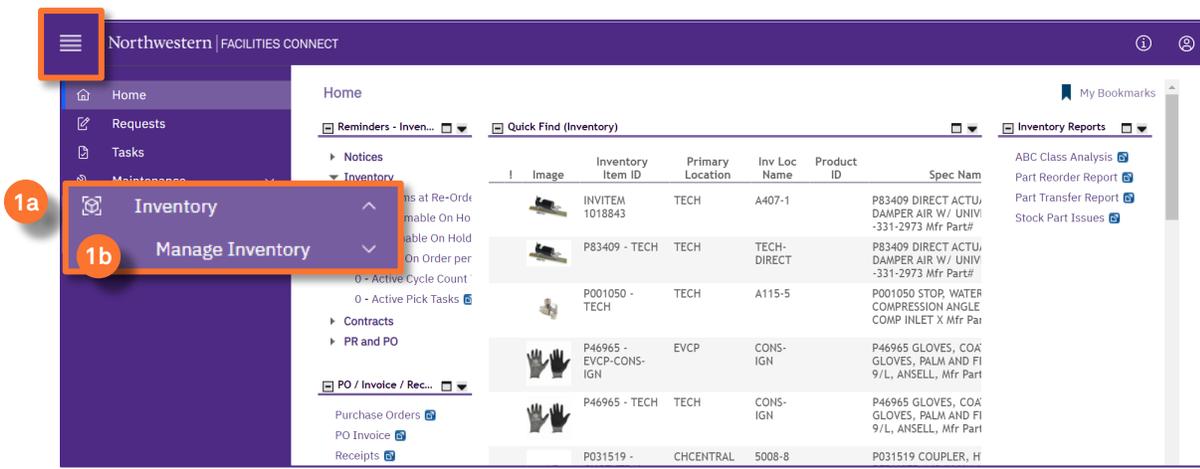
# UPDATE COUNT TASK

Provides guidance for how to display and update an inventory count

**DIRECTIONS:**

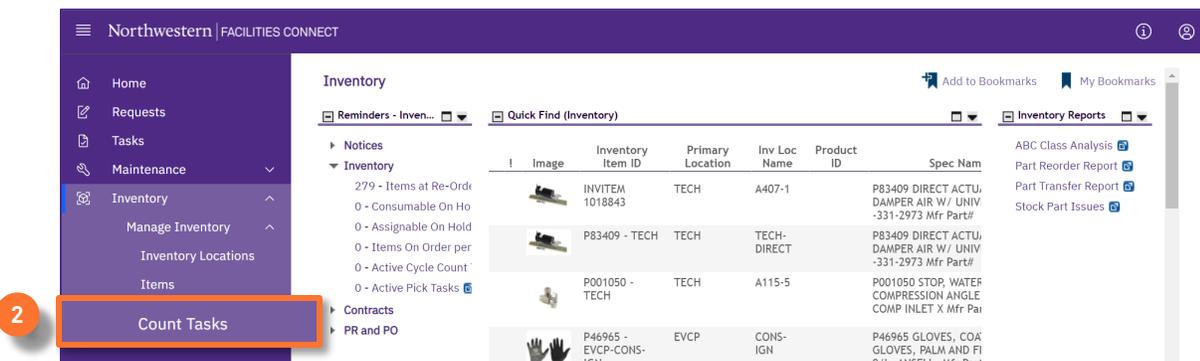
**1** From the Facilities Connect Home Screen, navigate to the hamburger menu:

- 1a** Click on the **Inventory** section drop-down arrow.
- 1b** Click on the **Manage Inventory** section drop-down arrow.



**2** From the **Manage Inventory** drop-down menu:

- 2** Click on **Count Tasks**.



## WAREHOUSE

## UPDATE COUNT TASK

## DIRECTIONS:

**3** Upon clicking, the **Count Tasks** will open.

**3a** Type in the **Name** or **Record ID** to find the exact match for your review.

Northwestern | FACILITIES CONNECT

Count Tasks

Add to Bookmarks My Bookmarks

Apply Filters Clear Filters

Name	Task ID	Record ID	Service Provider	Status
Contains	Contains	Contains	Northwestern	Completed
AC ROOM	AC ROOM	61117281	Facilities Warehouse	Completed
B103/3-9 - EVELEC	1000275	68650033	Northwestern	Completed
B125-2 - B125-4 - EVEL...	1000269	67655835	Northwestern	Completed
B127 - EVELEC	1000268	67444321	Northwestern	Completed
B303-1 - EVELEC	1000287	71298305	Northwestern	Completed
B305	EVELEC - B305	61103421	Northwestern	Completed

Items per page: 50 1 - 50 of 251 items 1 of 6 pages

**3b** Click the **count task name** that you want to update.

**3c** The **Inventory Count Work Task** section opens below.

**3d** Click the **Launch Window** button to open in a new window.

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Count Tasks

Add to Bookmarks My Bookmarks

Inventory Count Work Tasks

Apply Filters Clear Filters

Name	Task ID	Record ID	Service Assignment Class	Work Location	Service Provider	Status
5011-7 CHCENTRAL	1000282	69512411	Inventory		Northwestern	
B103/3-9 - EVELEC	1000275	68650033		Northwestern	Corr	

Items per page: 50 1 - 50 of 251 items 1 of 6 pages

Inventory Count Work Task: 1000243-AC ROOM

General Work Details Resources Procedures Dependencies Advanced Notifications Notes & Documents Calendar

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

General Accept Start Work Stop Work



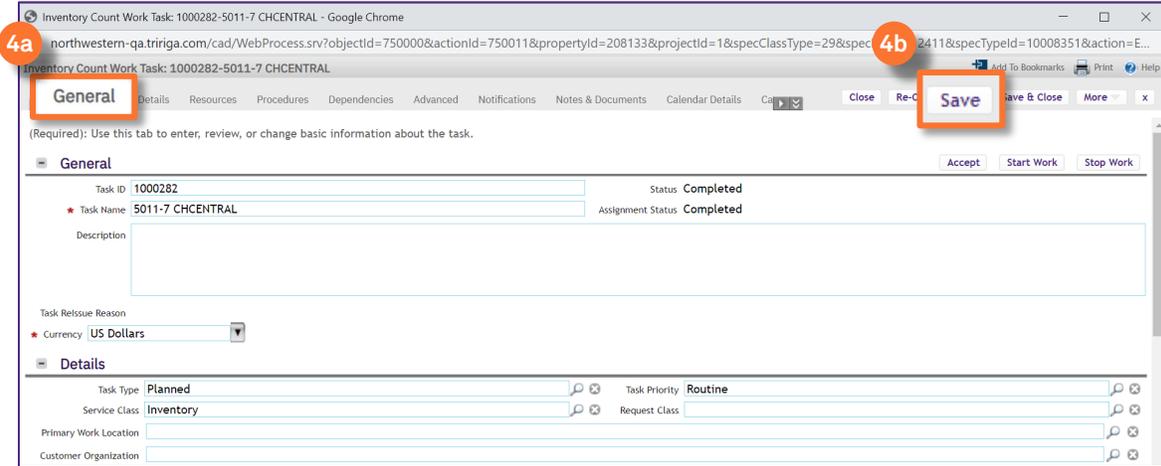
# WAREHOUSE

## UPDATE COUNT TASK

### DIRECTIONS:

**4** Upon clicking, a new Inventory Count Work Task window will open:

- 4a** Locate the General Tab and make any desired changes to the count task.
- 4b** Click on the **Save** button to save your edits.



**5** Locate the Work Details Tab:

- 5a** Make any desired changes to the count task.
- 5b** Click on the **Save** button to save your edits.

