



WAREHOUSE

REVIEW WORK TASK FOR PARTS ISSUED

Provides guidance for how to review parts issued to a work task

GETTING STARTED

The **Tasks** screen is located on the **Home** Screen – for instructions on logging into Facilities Connect, please refer to **Supervisor: FC Access and Home Screen**.

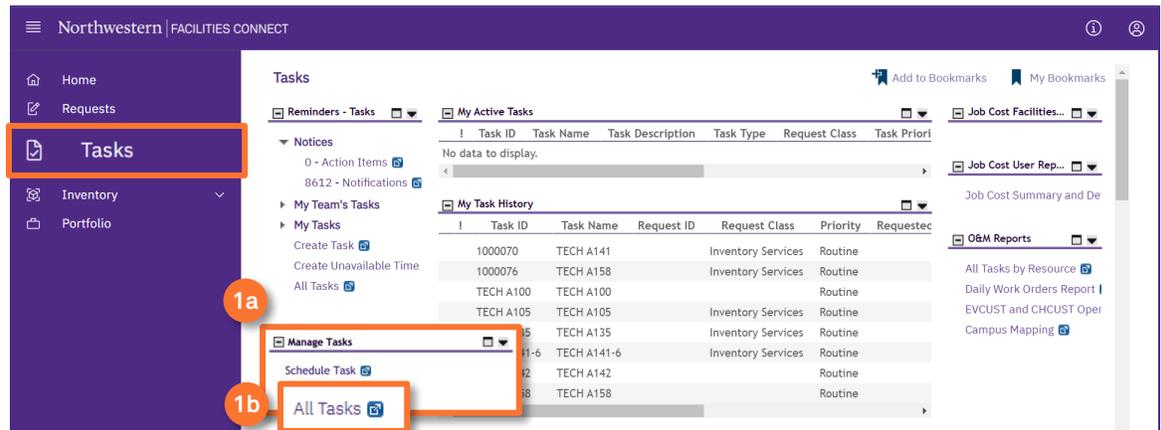
DIRECTIONS:

1

On the **Tasks** screen:

1a Locate the **Manage Tasks** section.

1b Click on **All Tasks**.

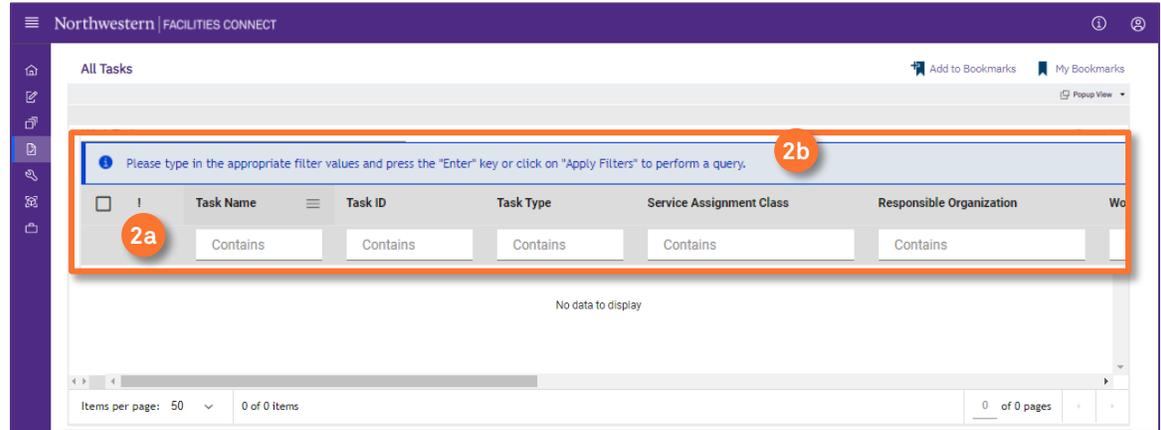


2

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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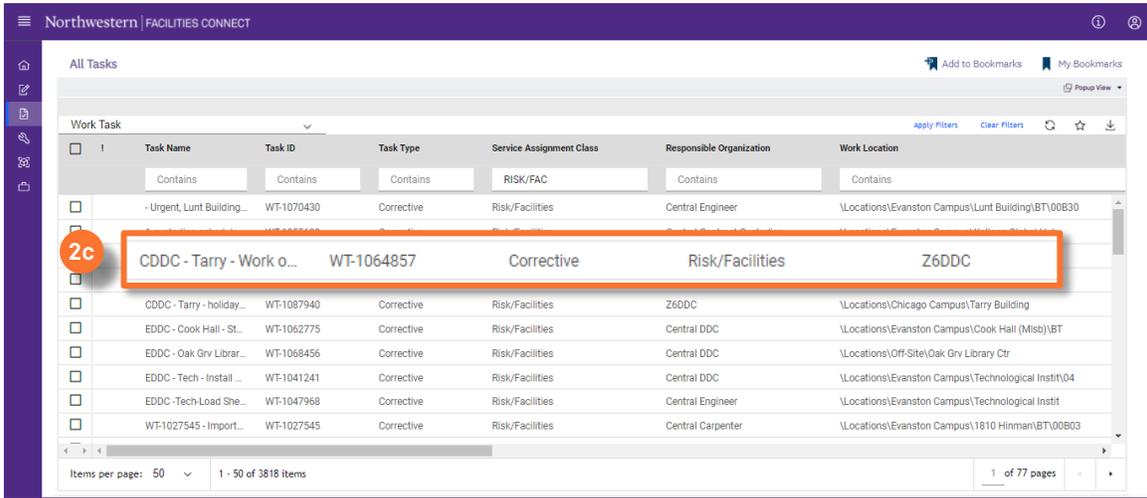
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DIRECTIONS:

2

Continued. Once you locate the desired Work Task:

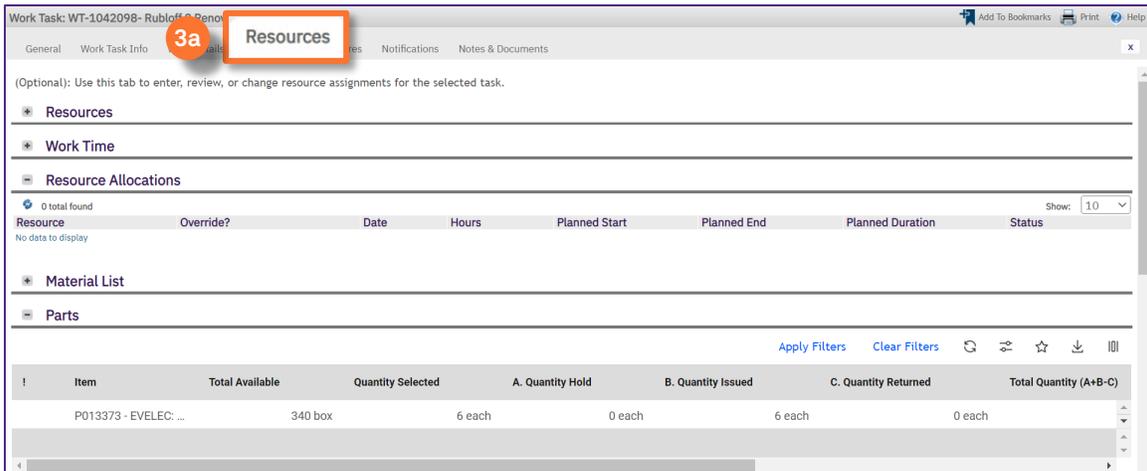
2c Click on the **Work Task details** to open.



3

Upon clicking, the Work Task record opens in a new window:

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





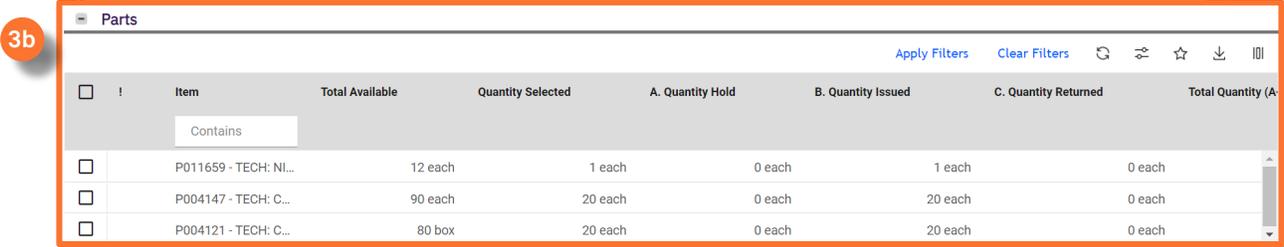
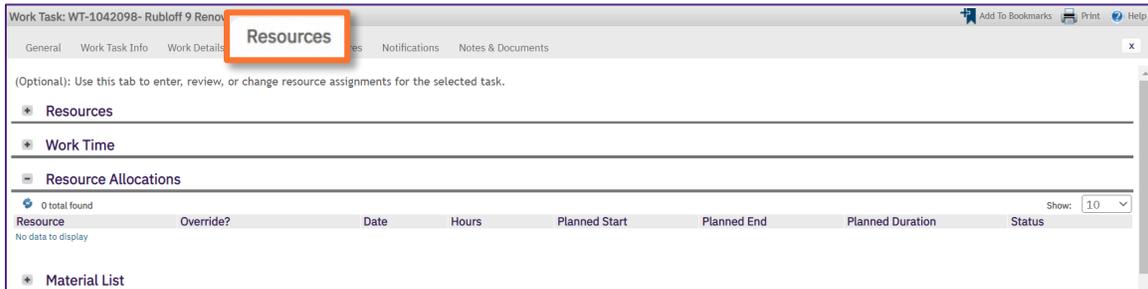
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DIRECTIONS:

3 Continued. Scroll down to the Parts section:

3b Review the Parts issued to this Work Task.



4 To review parts that went through job cost:

4a Click on **Job Cost** tab.

4b Scroll down to review the Job Cost Detail section.

