

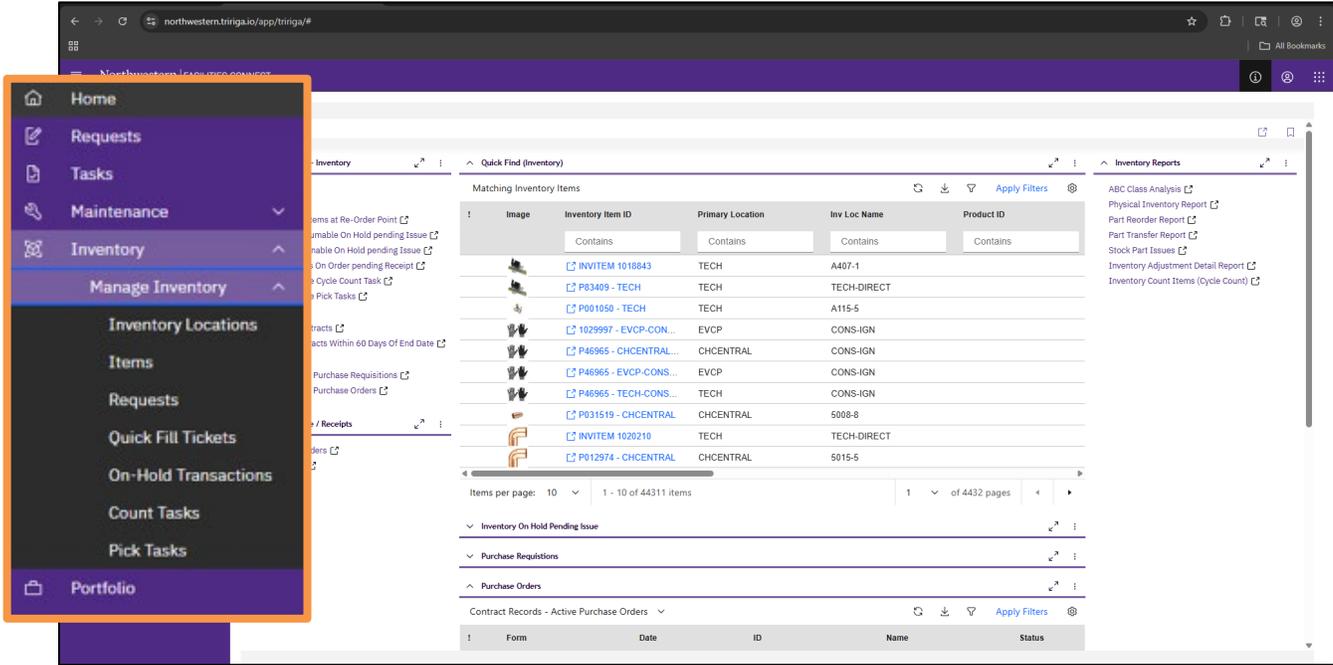
WAREHOUSE ISSUING PARTS

Provides guidance for how to search and issue parts to a Resource after the part has been requested, and how to remove items from being on hold using Facilities Connect.

DIRECTIONS:

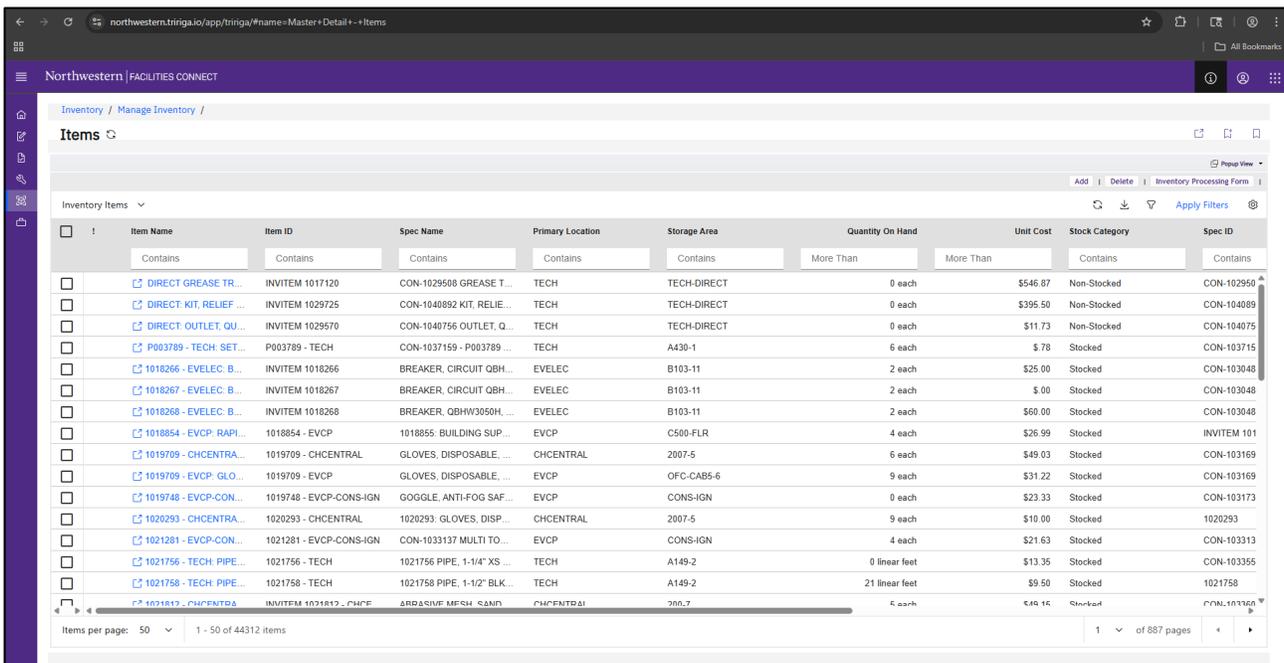
1

From the **Facilities Connect Home Screen** click on the **Inventory Tab**, then select **Items** on the left dropdown bar menu.



2

The **Items** homepage will populate



WAREHOUSE ISSUING PARTS

DIRECTIONS:

- 3** On the **Issue Inventory Items** screen, enter the **Item ID** that needs to be issued. **Select Primary Location based on location of Work Task and Resource.** Check item, click **Add**.

Inventory / Manage Inventory /

Items

Item ID: P48353 x Clear Filters

Item ID:

Primary Location:

Add

Item Name	Item ID	Storage Area	Quantity On Hand	Unit Cost	Stock Category	Spec ID
P48353 - CHCENTRAL...	P48353 - CHCENTRAL	P48353 COMPOUND, PA...	4 each	\$12.25	Stocked	P48353
P48353 - EVCP. COM...	P48353 - EVCP	P48353 COMPOUND, PA...	3 bag	\$12.25	Stocked	P48353

- 4** The Inventory Item General tab will populate. Click **Revise**

Inventory Item: INVITEM 1010071

Revise

General

(Required): General Details Required for Inventory Item.

General

ID: P48353 - EVCP Status: Active

Name: P48353 - EVCP: COMPOUND, PATCH EASY SAND 5, Mfr Part# 384150

Description: JC LICHT# USG384150

Created By: Pinello, Rita - 1076783 Modified By: Lyne, Gregory - 1114282

Units

Specification (Stock Item)

ID: P48353 Image

Spec Name: P48353 COMPOUND, PATCHING SHEETROCK DURABOND 5; SETS IN 5MIN Mfr Part# 384150

Spec Class: \Classifications\Specification Class\Consumables\Adhesives, Sealants & Tape\Adhesives\Patching & Repairing Compound

Total Cost: \$12.25 Barcode Value

Product

Primary Inventory Location (Storeroom)

Inventory Location (bin, shelf, cabinet,...)

Inventory Location ID: EVCP-D103-1 Inventory Location Class: Shelf

Inventory Location Name: D103-1

Hierarchy Path: \Inventory Locations\Northwestern Facilities\EVCP\D103-1

Primary Location: EVCP

WAREHOUSE ISSUING PARTS

DIRECTIONS:

5

Scroll down to **Inventory Summary** to view the total on hand before issuing inventory.

Inventory Item: INVITEM 1010071

General Contacts Notifications Notes & Documents History Audit Actions

3 bag 0 bag 3 bag \$36.75 \$36.75

1 - 1 of 1 Items

Inventory Summary

R. Quantity Received 41

Unit Price \$12.25 US Dollars

S. Total On Hand (R-H+P) 3

T. Total Available (S-D) 3

Order / Receipt

Inventory Purchasing Details

Purchasing Reorder Logic ROP 1 Stock Category Stocked

U. Purchasing Reorder Point (ROP) 1 Economic Order Quantity (EOQ) 1 EOQ Units Quantity each

V. Reorder Logic Calculation (T+Q) 3

W. Reorder Logic - Reorder Point (V-U) 2 Requested ROP Delivery Duration 0 Reorder Point Date

Hold or Pending Issue Hold

A. Quantity Hold 0

B. Quantity Back Ordered 0

C. Quantity Safety Stock 0

D. Total Pending Issue (A+B+C) 0

Issued or Returned Issue

E. Quantity Issued 40

F. Quantity On Loan 0

G. Quantity Returned 0

H. Total Issued (E+F+G) 40

Adjustments

I. Quantity Adj by Count 2

J. Quantity Transferred In 0

K. Quantity Transferred Out 0

L. Quantity Lost 0

M. Quantity Retired 0

N. Quantity Under Repair 0

O. Quantity Damaged 0

P. Total Adjustments (I+J-K-L-M-N-O) 2

6

In the **Detail** section, update the **Quality to be Posted** and **Issued To** fields. The Issued To field uses a wildcard search, so you can find a person by typing part of their name. Click Search.

Inventory Item: INVITEM 1010071

Issue/Loan Transaction: 1477037

General Audit Actions

(Required): General Required Information for Inventory Transaction Pending Issue.

Detail

1477037 Status Active

Transaction Type Inventory Issue

Quantity to be Posted 1

Unit Price \$12.25 US Dollars

Currency US Dollars

Issued To Blaine, Charles Richard

Transaction Date 02/12/2026 09:04:22

Transaction By Lyne, Gregory - 1114282

Total Cost \$0.00 US Dollars

Material Order Process Manual Return

Reference (Product Request or Task) Find Clear

Linked Record WT-1503177 - Routine, 619 Clark, Repair Wall Linked Business Object Task

Material Order Find Clear

Order ID Quantity Units

Order Name

Quantity Requested 0

WAREHOUSE ISSUING PARTS

DIRECTIONS:

7

After adding a Resource, a Work Task (WT) will need to be added. Enter the WT in the **ID**.

The screenshot shows a 'Tasks' dialog box with a search bar and a table. The search bar contains '1503177' and 'WT-1503177'. The table has columns for 'Planned Start', 'Planned End', and 'Status'. The 'ID' field is highlighted with an orange box.

Planned Start	Planned End	Status
More Than or E...	Less Than or E...	Contains

No data to display

8

Select the radio button, click **OK**.

The screenshot shows the 'Tasks' dialog box with the 'Work Task' radio button selected. The 'OK' button is highlighted with an orange box. The table below shows the selected item.

ID	Task Name	Planned Start	Planned End	Status
WT-1503177	WT-1503177 - Routine, 61...	01/12/2026 15:04:57	01/22/2026 15:04:57	Active

Items per page: 50 | 1 - 1 of 1 items | 1 of 1 pages

WAREHOUSE ISSUING PARTS

DIRECTIONS:

7

Once the form has been completed, click **Post**.

The screenshot shows the 'Issue/Loss Transaction' form for inventory item INVITEM 1010071. The form is divided into several sections: General, Detail, Reference (Product Request or Task), and Material Order. The 'Post' button is highlighted with an orange box in the top right corner.

General		
ID	1477037	Status: Active

Detail	
Transaction Type	Inventory Issue
Quantity to be Posted	1
Quantity UOM	bag
Unit Price	\$12.25 US Dollars
Currency	US Dollars
Issued To	Blaine, Charles Richard
Transaction Date	02/12/2026 09:04:22
Transaction By	Lyne, Gregory - 1114282
Total Cost	\$0.00 US Dollars

Reference (Product Request or Task)	
Linked Record	WT-1503177 - Routine, 619 Clark, Repair Wall
Linked Business Object	Task

Material Order	
Order ID	
Order Name	
Quantity Requested	0

8

Quantity will now be updated on the Inventory Summary, click **Activate**.

The screenshot shows the 'Inventory Summary' section of the software. The 'Activate' button is highlighted with an orange box in the top right corner. The summary table shows the following data:

Quantity	Unit Price	Total Value
Q. Quantity On Order		0
R. Quantity Received		41
Unit Price	\$12.25 US Dollars	
S. Total On Hand (R+H+P)		2
T. Total Available (S-D)		2
Estimated Stock Value On Hand		\$24.50 US Dollars

Hold or Pending Issue		Issued or Returned		Adjustments	
A. Quantity Hold	0	E. Quantity Issued	41	I. Quantity Adj by Count	2
B. Quantity Back Ordered	0	F. Quantity On Loan	0	J. Quantity Transferred In	0
C. Quantity Safety Stock	0	G. Quantity Returned	0	K. Quantity Transferred Out	0
D. Total Pending Issue (A+B+C)	0	H. Total Issued (E+F+G)	41	L. Quantity Lost	0
				M. Quantity Retired	0
				N. Quantity Under Repair	0
				O. Quantity Damaged	0
				P. Total Adjustments (I+J+K+L+M+N+O)	2