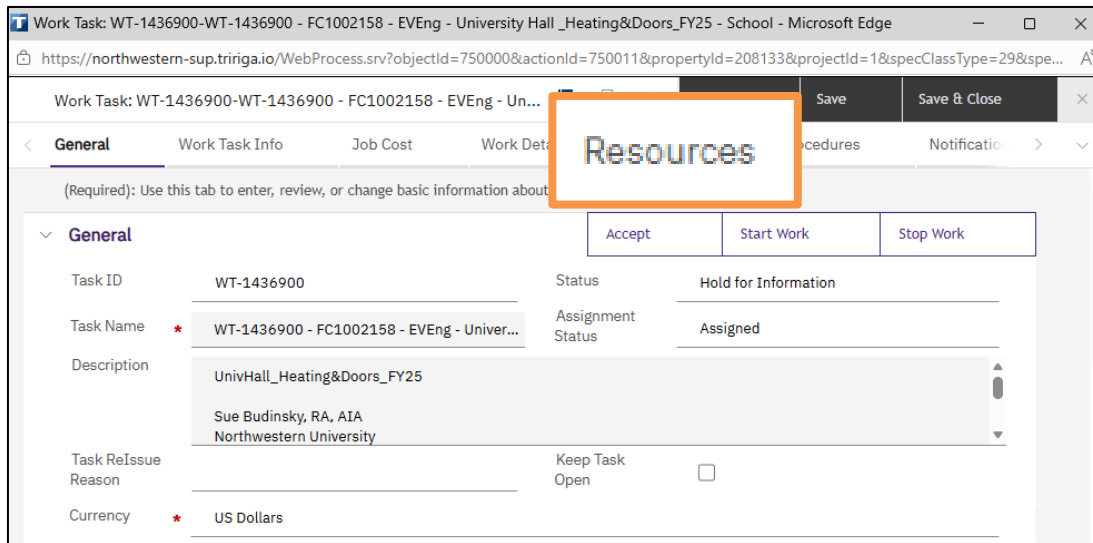


### O&M TECHNICIANS & SUPERVISORS WORKS TASKS: REMOVE A RESOURCE

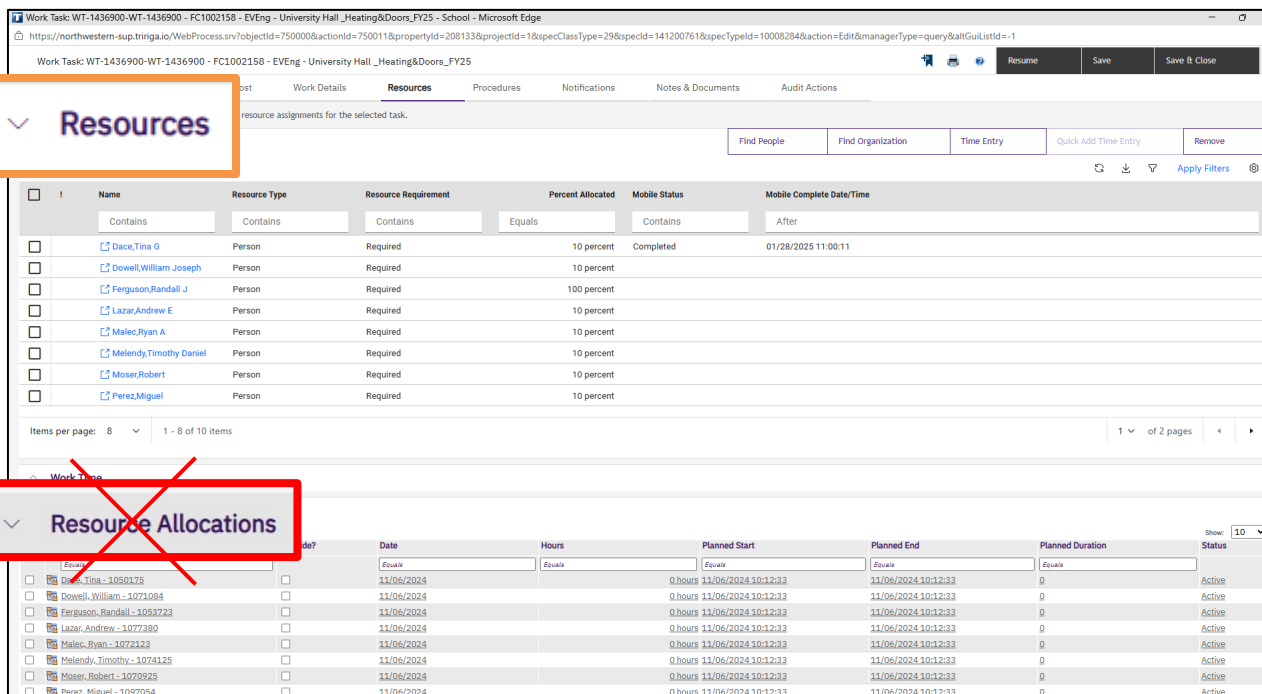
Provides guidance for removing a Resource from a Work Task through the Details Tab in Facilities Connect

#### DIRECTIONS:

**1** From within the active Work Task, navigate to the **Resources** Tab.



**2** From the **Resources** Tab, select the top first **Resources** tab. All assigned Resource will appear.  
**NOTE: DO NOT** use the Resource Allocation tab to remove Resources



### O&M TECHNICIANS & SUPERVISORS WORKS TASKS: REMOVE A RESOURCE

#### DIRECTIONS:

**3** Select the Resource to remove by checking the box to the left of their name. Click **Remove**.

Work Task: WT-1436900-WT-1436900 - FC1002158 - EVEng - University Hall\_Heating&Doors\_FY25 - School - Microsoft Edge

Work Task: WT-1436900-WT-1436900 - FC1002158 - EVEng - Un...

Resources

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

Resources Find People Find Organization Time Entry

Items Selected: 1

	Name	Resource Type	Resource Requirement	Percent Allocated
<input checked="" type="checkbox"/>	Dace, Tina G	Person	Required	10 percent
<input type="checkbox"/>	Dowell, William Joseph	Person	Required	10 percent
<input type="checkbox"/>	Lazar, Andrew E	Person	Required	10 percent
<input type="checkbox"/>	Malec, Ryan A	Person	Required	10 percent
<input type="checkbox"/>	Melendy, Timothy Daniel	Person	Required	10 percent
<input type="checkbox"/>	Moser, Robert	Person	Required	10 percent
<input type="checkbox"/>	Perez, Miguel	Person	Required	10 percent
<input type="checkbox"/>	Weseman, Robert Arthur	Person	Required	10 percent

Items per page: 8 1 - 8 of 9 items 1 of 2 pages

**4** Click **Save & Close**

Work Task: WT-1436900-WT-1436900 - FC1002158 - EVEng - University Hall\_Heating&Doors\_FY25 - School - Microsoft Edge

Work Task: WT-1436900-WT-1436900 - FC1002158 - EVEng - Un...

Resources

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

Resources Find People Find Organization Time Entry Remove

Dependency Associated to ... Apply Filters

	Name	Resource Type	Resource Requirement	Percent Allocated
<input type="checkbox"/>	Dowell, William Joseph	Person	Required	10 percent
<input type="checkbox"/>	Lazar, Andrew E	Person	Required	10 percent
<input type="checkbox"/>	Malec, Ryan A	Person	Required	10 percent
<input type="checkbox"/>	Melendy, Timothy Daniel	Person	Required	10 percent