



FACILITIES CONNECT BULLETIN \

FOR O&M TECHNICIANS AND SUPERVISORS

REPLACEMENT OF STANDING WORK ORDERS (SWOs)

NU Facilities has long used Standing Work Orders (SWOs) in FAMIS for the administration of recurring work, time away, and non-billable time. In this FC Bulletin, we'll review how Facilities Connect will replace and streamline these important functions and improve the technician user experience.

TODAY'S TOPIC | What's Changing in Facilities Connect

Standing Work Orders (SWOs) will be replaced with new handling of recurring work and time away, and non-billable time in Facilities Connect:



What will this look like in Facilities Connect?

- **Recurring work, previously grouped as SWOs, will now be dispatched** the same as all other Corrective or Preventive work tasks and available in workbenches
- **Time Away will now be located on the FC Mobile (On The Go) timesheet form** via a dropdown menu of selectable options
- **Non-billable work (e.g. training time) will be addressed on a case-by-case basis**, with individual work tasks created for each instance



How will this improve our work?

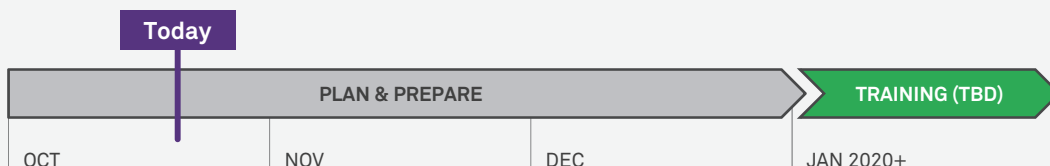
- **Reduced volume of open work tasks** which will be more accurate, and indicative of the actual work being performed
- **Improved Job Cost, Financial Management and Reporting** capabilities for NU Facilities
- **Simplified Time Away categories** speed up time entry and eliminate guess work or errors



What will this change mean for me?

- **Eliminates the need to memorize and/or search** for SWOs
- **Provides a straightforward and simple** time entry process, with easily accessible time away options available on your timesheet
- **Eliminates complexity and administration in determining** the correct time away / non-billable time categories

PROGRESS AND IMPORTANT DATES



Important Dates

Coming soon.

An Important Message from Jim and Keith:

The Facilities Connect project team is continuing to work through system testing and prepare for upcoming training. Given these important activities and proximity of upcoming holidays, we expect training to occur in the new year instead of the Nov / Dec 2019 timeframe.

We will keep you posted and expect to share more details shortly.

-Jim and Keith