O&M SUPERVISORS

FC DESKTOP: APPROVE OR RETURN TIME ENTRIES

Provides guidance for approving and returning time entries in FC Desktop.

▼ GETTING STARTED

This job aid begins on the Facilities Connect Desktop > Tasks tab. For more information, please see the Facilities Connect – Task Tab job aid.

DIRECTIONS:

1. From the FC Desktop Tasks tab:
   1. Locate the O&M Reports section
   2. Click on Time Entries Pending Approval report link
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DIRECTIONS:

2 Upon clicking, you will be taken to the Time Entries Pending Approval page.

   2 Utilize the sorting and searching feature to locate the Time Entry you wish to review.

   ![Time Entries Pending Approval]

   ▼ IMPORTANT
   To review a Time Entry, click anywhere on a desired Time Entry Record, and details will open as a pop-up window.

   ▼ INFORMATION
   The list’s default sort settings are by Work Task in ascending order (i.e. oldest first). Clicking on the column header changes sorting to descending order (i.e. newest first). Clicking the column header a second time returns to the default setting. Click any column header to change the sort order by column.

3 Once you have narrowed your search and located the Time Entry:

   3a Click on the Checkbox beside the Time Entry you wish to Approve or Return.

   3b Click on either the Approve or Return button to complete the desired action.

   ![Approve or Return]