MODIFY WORK TASKS: UPDATE RESPONSIBLE ORGANIZATION

Provides guidance for updating the responsible organization on a Facilities Connect Work Task.

**DIRECTIONS:**

1. From the **Tasks** tab, the **Manage Tasks** section:
   - **Click All Tasks.**

   ![All Tasks](image)

2. Upon clicking, the **All Tasks** screen will open.
   - **Locate and click the Work Task you wish to view.**

   ![All Tasks](image)

**TIP & TRICKS**

Utilize the column filters and search function to locate the Work Task you wish to view. Layering your filters will make it easier to locate the Work Task.
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DIRECTIONS:

3 To update Responsible Organization, locate the Responsible Organization section on the General tab:

3a From the Responsible Organization section, click on the Find button.

The Find Organizations pop-up window will appear:

3b Use the Related Reports drop down menu and select Work Groups.

3c Mark the radio button of the Work Group you wish to assign.

3d Then, click on the Ok button to assign.
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DIRECTIONS:

Continued.

3e Click on the **Save** button to confirm the **Responsible Organization**.

![Screen capture of the save button in the work task application.](image-url)