Quick Guide 2
PROJECT MANAGER: SEARCH PROJECT WORK TASK (ALL TASKS)

Provides guidance for locating and searching All Work Tasks in Facilities Connect.

▼ GETTING STARTED
This job aid begins on the Tasks tab. For more information on navigating Facilities Connect, please refer to Job Guide #1.

DIRECTIONS:
1 From the Tasks tab:

1a Locate the Manage Tasks section.

1b Click on the All Tasks link.

2 Upon clicking, the All Tasks screen will open.

2 Use the column headers and search function to locate the Work Task you wish to view.

▼ INFORMATION
The list’s default sort setting is in descending order (i.e. newest first). Clicking on the column header changes sorting to ascending order (i.e. oldest first). Clicking the column header a second time returns to the default setting.
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**DIRECTIONS:**

3. In the search field:

   3a. Enter keywords to narrow your search.

   3b. Click on the *Work Task* you wish to view.

**TIP & TRICKS**

If you have the Work Task ID number, that is the best way to search for your task. Copy and paste any WT# into the *Task ID* field and press enter.

Utilizing the *Service Class Assignment* and *Work Location* search fields are the best ways to narrow your search to find *Project* related *Work Tasks*, if you do not have the Work Task ID#.

Layering filters will only search within the parameters of the previous results. Use the *Clear Filters* button before conducting new searches.