



SUPERVISOR

ACCESS & NAVIGATION: TASKS SCREEN

Provides guidance for locating and navigating the Tasks screen in Facilities Connect.

GETTING STARTED

The **Tasks** screen is located on the **Home** Screen – for instructions on logging into Facilities Connect, please refer to **Supervisor: FC Access and Home Screen**.

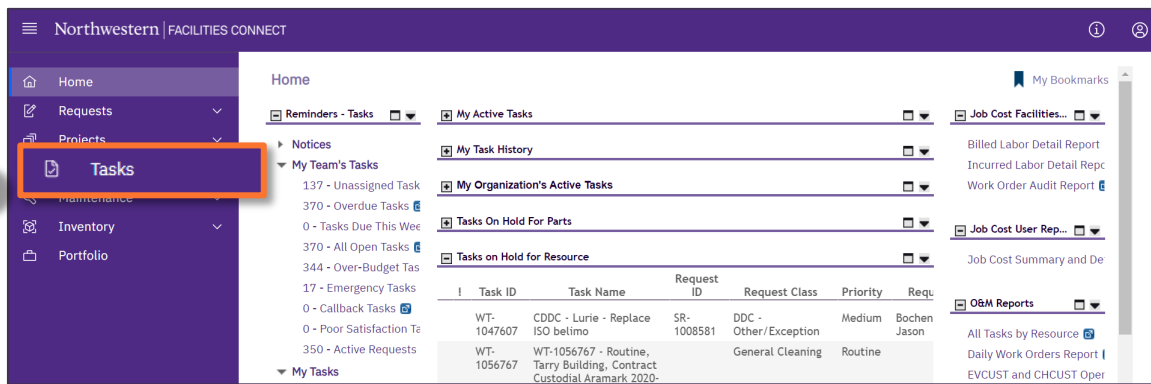
INFORMATION

The **Tasks** screen contains information and reports regarding individual **Work Tasks**.

DIRECTIONS:

1 From the **Facilities Connect** home screen:

1 Click on the **Tasks** tab.

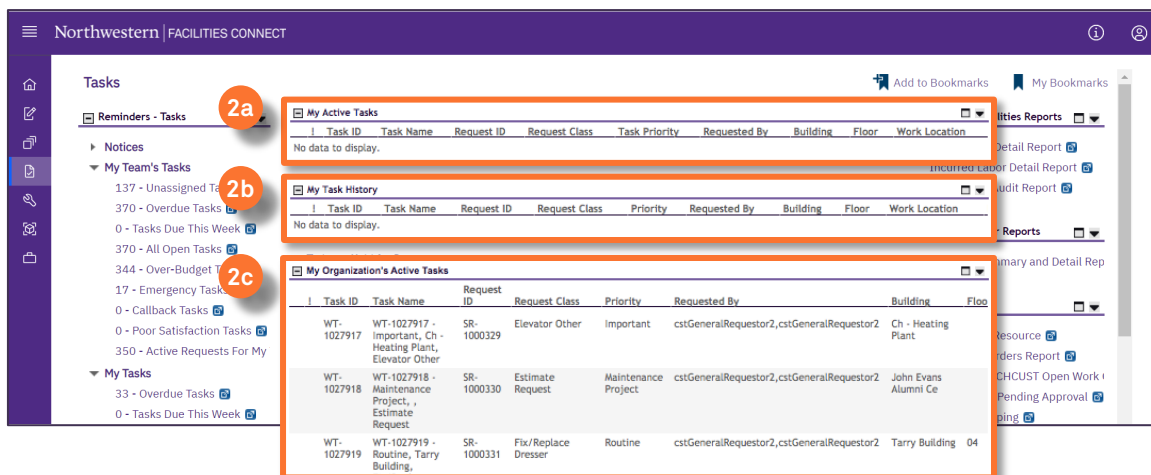


2 On the **Tasks** tab, you access the following sections:

My Active Tasks: A list of all active Work Tasks that have been assigned to you.

My Tasks History: A record of all Work Tasks that have been assigned to you.

My Organization's Active Tasks: All Work Tasks that have been assigned to your Workgroup.





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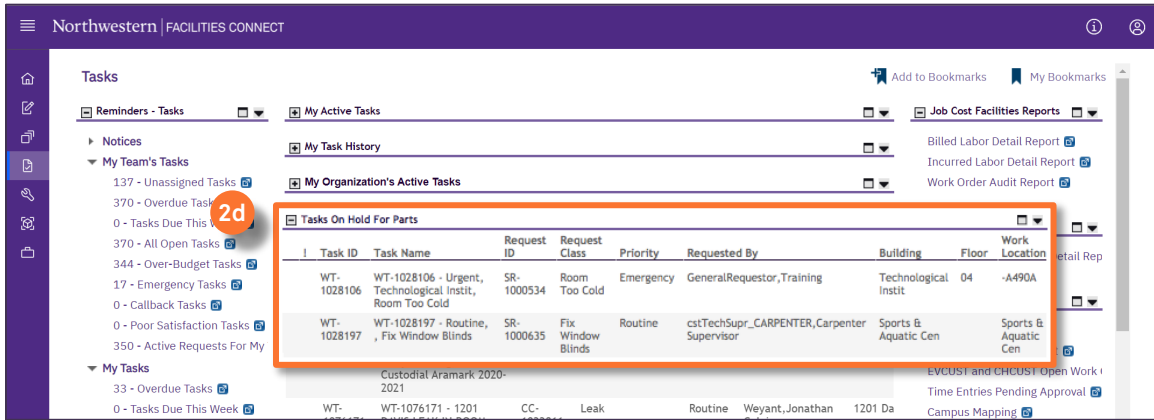
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DIRECTIONS:

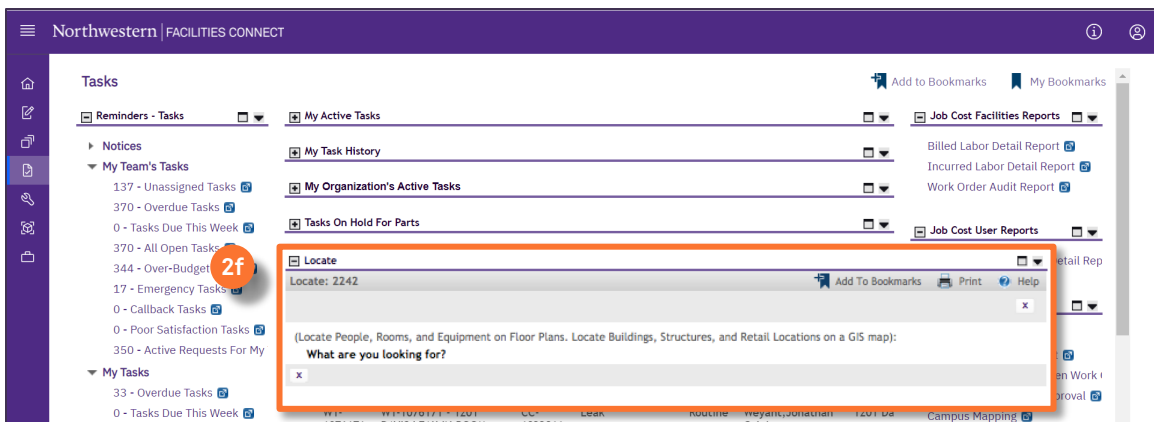
2

Tasks screen sections continued:

2d Tasks on Hold for Parts: All Work Tasks that have been put on Hold and are awaiting parts before continuing work.



2f Locate: Search function to locate Buildings, Floor Plans, Rooms, or Equipment on the GIS Map.



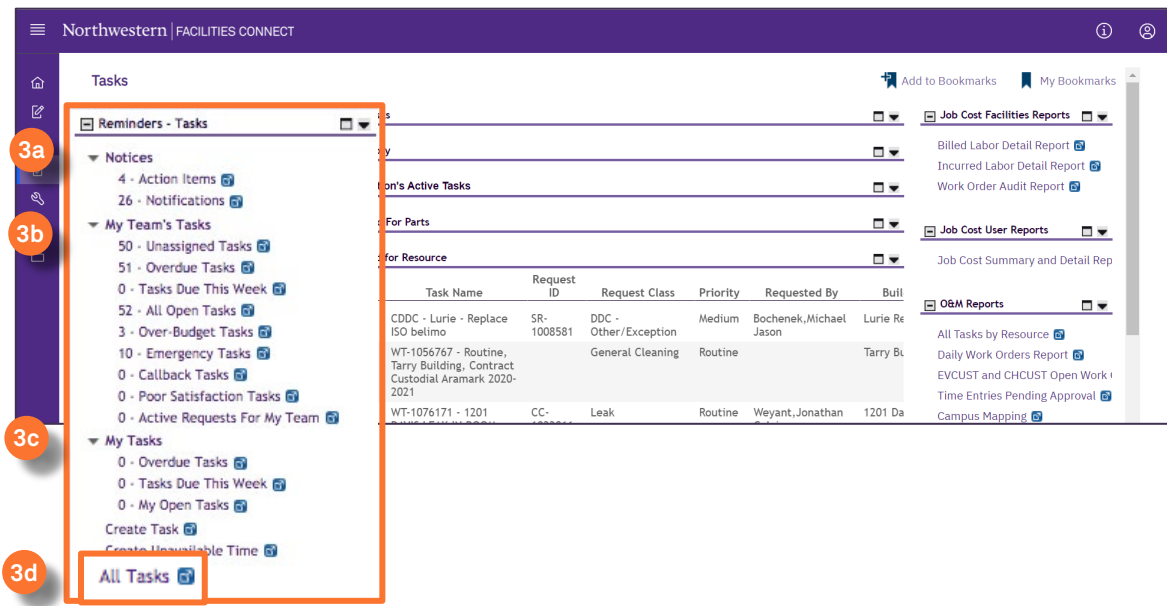


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DIRECTIONS:

3 The Reminders – Tasks section contains preset and filtered Searches/Reports to assist in locating Work Tasks:

- 3a** Notices: Action items or Notifications connected to Work Tasks or Services Requests related to you.
- 3b** My Teams Tasks: Searches that include all Work Tasks assigned to your Workgroup.
- 3c** My Tasks: Searches that include only the Work Tasks assigned to you.
- 3d** All Tasks: all Work Tasks in Facilities Connect, regardless of status.



4 Work Task and Time Entry Reporting can also be found along the right side of the screen in the following sections:

- 4a** Incurred Labor Detailed Report: Billed and approved Time Entries.
- 4b** All Tasks by Resource: Detailed lookup by Technician name.
- 4c** Time Entries Pending Approval: Approve or reject Technician Time Entries.

