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.

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.
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.
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.

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


4b All Tasks by Resource: Detailed lookup by Technician name.

4c Time Entries Pending Approval: Approve or reject Technician Time Entries.