SUPERVISOR

ADJUST RESPOND BY AND DUE DATE

Provides guidance for adjusting the respond by and due dates in a Work Task in Facilities Connect.

▼ GETTING STARTED

This job aid begins on the Tasks screen. For more information on navigating to the Tasks screen, please refer to the Supervisor: Tasks Screen job guide.

DIRECTIONS:

1. From the Tasks screen, scroll down to locate the Manage Tasks section:
   1. Click All Tasks.

Upon clicking, the All Tasks screen will open:

1. Locate and click the Work Task you wish to view.

▼ 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.
DIRECTIONS:

3 Upon clicking the Work Task will open:

   Scroll down to the **Planned** section.

   ![Image of the Planned section in the Work Task]

4 On the Work Task **General** tab, in the **Planned** section:

   4a Enter a new **Planned Start (Respond Date)**. Be sure to include both Date and Time in this field (e.g. 1/29/2020 08:00:00 is January 29th, at 8:00 AM).

   4b Enter new **C. Planned Working Days** and **D. Planned Working Hours** (the sum of these two (2) fields will be used to calculate duration).

   ![Image showing the Planned section highlighted]

**INFORMATION**

There is no need to enter a **Planned End (Due Date)**. Once the **Planned Working Days** and **Planned Working Hours** durations have been entered and the **Planned Start (Response Date)** has been set, the **Planned End (Due Date)** will auto-calculate.
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DIRECTIONS:

4 Continued.

Once the Planned End (Due Date) details have been auto-updated:

4c Verify Planned Start (Respond Date), Planned End (Due Date), and Total Planned Working Hours (C+D) are correct.

4d Click the Save & Close button to complete the adjustment.