



# SUPERVISOR

## ADJUST RESPOND BY AND DUE DATE

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

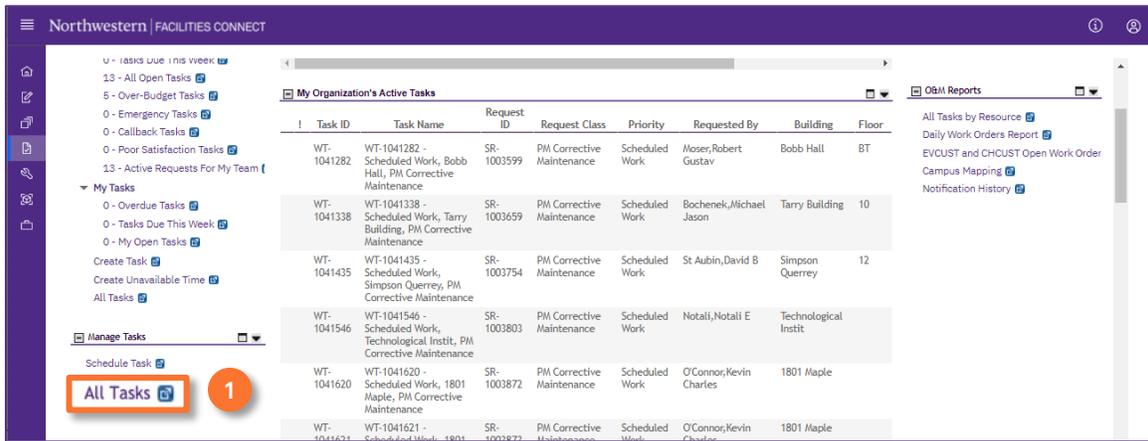
### ▼ GETTING STARTED

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:

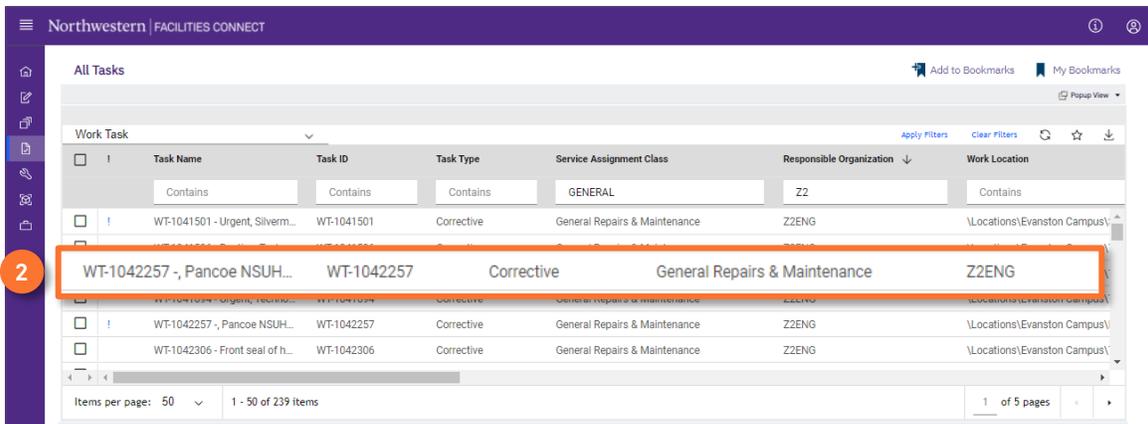
**1** From the **Tasks** screen, scroll down to locate the **Manage Tasks** section:

**1** Click **All Tasks**.



**2** Upon clicking, the **All Tasks** screen will open:

**2** 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.



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## DIRECTIONS:

3 Upon clicking the Work Task will open:

3 Scroll down to the **Planned** section.

The screenshot shows a web application interface for a Work Task. The 'Planned' section is highlighted with a red box, and a red arrow points to it from the left. The 'Planned' section contains the following fields:

- Dispatched Date: 01/17/2020 15:00:51
- Planned Start (Respond Date): 01/28/2020 13:00:00
- Planned End (Due Date): 02/05/2020 13:00:00
- Planned Follow-Up Date: 01/28/2020 13:00:00
- C. Planned Working Days: 8
- D. Planned Working Hours: 0
- Planned Cost: 5.00 US Dollars
- Constraint Type: As Soon As Possible

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 29<sup>th</sup>, 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).

This close-up screenshot shows the 'Planned' section with two callouts:

- 4a** highlights the 'Planned Start (Respond Date)' field, which now contains '01/29/2020 08:00:00'.
- 4b** highlights the 'C. Planned Working Days' and 'D. Planned Working Hours' fields, which now contain '8' and '8' respectively.

### ▼ 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.

**Planned**

Dispatched Date 01/17/2020 15:00:51

\* Planned Start (Respond Date) 01/29/2020 08:00:00

Planned End (Due Date) 01/29/2020 16:00:00

Planned Follow-Up Date 01/28/2020 13:00:00

C. Planned Working Days  **Total Planned Working Hours (C+D)**

Planned Cost \$5.00 US Dollars

Constraint Type\*\* As Soon As Possible

\*\*These fields are used in conjunction with Gantt scheduling only.

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

Work Task: WT-1028152-WT-1028152 - Routine, Mcgaw/Olson, Flood

General Job Cost Work Details Resources Procedures Notifications Notes & Documents Work Task Info Audit Actions

Currency US Dollars

**4d** **Save & Close**

**4c**

**4c**

Task Type Corrective Task Priority Routine

Request Class Flood Service Class Plumbing & Leaks

Primary Work Location \Locations\Chicago Campus\Mcgaw/Olson\02\02320 Building Address 710 Fairbanks Ct

Geography Lookup Building Name Mcgaw/Olson

Customer Organization \Organizations\Workgroups\Zone 6 Engineer Building Primary Use Education

Preferred Access Time

\* Requests Find Remove

\* Projects Find Clear

\* Contract Find Clear

\* Responsible Organization Unassign Find Clear

\* Responsible Person Find Clear

\* Baseline

\* Planned

Dispatched Date 01/17/2020 15:00:51 Estimated

\* Planned Start (Respond Date) 01/29/2020 08:00:00 Respond Within 4 Weeks

Planned End (Due Date) 01/29/2020 16:00:00 Planned Duration (Due Within) 8 Hours

C. Planned Working Days 0 D. Planned Working Hours 8 **Total Planned Working Hours (C+D)**

Planned Cost 5.00 US Dollars

Constraint Type\*\* As Soon As Possible Constraint Date/Time\*\*

\*\*These fields are used in conjunction with Gantt scheduling only.