WAREHOUSE

ISSUE PART TO WORK TASK

Provides guidance for how to issue parts to a work task.

DIRECTIONS:

1. From the Facilities Connect Home Screen, navigate to the hamburger menu:
   1a. Click on the Inventory section drop-down arrow.
   1b. Click on the Manage Inventory section drop-down arrow.

2. On the Manage Inventory drop-down menu:
   2. Click on Items.
1. Upon clicking, all inventory items will display. To find the single inventory item:

3a. Type in the Item ID or Item Name to find the exact match for your review.

3b. Type in your site location under Primary Location, it will list all inventory items at your location.

3c. Click on the item to open the Inventory Item page.

3d. The Inventory Item page will open below.

3e. Click the Launch Window button to open in a new window.
WAREHOUSE

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DIRECTIONS:

4. Upon clicking, a new Inventory Item window will open.
   
4a. Scroll down to bottom of the page, in the Issued or Returned section.

4b. Click on the Issue button.
WAREHOUSE & INVENTORY

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DIRECTIONS:

5 Upon clicking, a new Issue/Loan Transaction window will open.

5a To Issue a part, select the Transaction Type Inventory Issue. To Return a part, select the Transaction Type Inventory Return.

5b Enter the Quantity to be Posted.

6 To link the Work Task,

6a Scroll down to the Reference Section.

6b Click the Find button.
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DIRECTIONS:

6

Enter ID to find the work task:

6c

Click the radio button on the left.

6d

Click OK.

7

On the Issue/Loan Transaction window:

7a

Check to make sure now the WT is listed under Reference.

7b

Click the Post button to save.
ISSUE PART TO WORK TASK

DIRECTIONS:

8 On the Inventory Item window:

8a Click on the History Tab.

8b Verify the transaction status shows as Posted and the quantity issued out is correct.