REVIEW WORK TASK FOR PARTS ISSUED

Provides guidance for how to review parts issued to a work task

▼ GETTING STARTED

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

DIRECTIONS:

1. On the Tasks screen:
   1a. Locate the Manage Tasks section.
   1b. Click on All Tasks.

2. Upon tapping, the All Tasks screen will open. Because of the size of the report, the default view will be blank.
   2a. Enter criteria in any of the search fields beneath each of the column headers.
   2b. Initiate the search by pressing the Enter key.
WAREHOUSE

REVIEW WORK TASK FOR PARTS ISSUED

DIRECTIONS:

Continued. Once you locate the desired Work Task:

2c Click on the Work Task details to open.

Upon clicking, the Work Task record opens in a new window:

3a Click on the Resources tab.
WAREHOUSE & INVENTORY

REVIEW WORK TASK FOR PARTS ISSUED

DIRECTIONS:

3. Continued. Scroll down to the Parts section:

3b. Review the Parts issued to this Work Task.

4. To review parts that went through job cost:

4a. Click on Job Cost tab.

4b. Scroll down to review the Job Cost Detail section.