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.
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DIRECTIONS:

3 Upon clicking, all inventory items will display. To find the single inventory item:

3a To see inventory in a specific warehouse, type in the warehouse location under Primary Location

3b Type in the Item ID or Item Name and press Enter to find the exact match for your review.

3c Click on the item line to open the Inventory Item page in a new window.
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DIRECTIONS:

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From the Inventory Item page,

4a Click on the Revise button.

4b Scroll down to bottom of the page, in the Issued or Returned section.

4c Click on the Issue button.
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DIRECTIONS:

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

5a The Transaction Type Inventory Issue will default to Inventory Issue.

5b Type the first three characters of the Technician’s last name into the Issued To box and click on the name.

5c 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  (cont.) Upon clicking, a Task search window will popup,

6c  Enter the Work Task ID# in the ID search box and press Enter.

6d  Click the Work Task radio button on the left.

6e  Click OK.

On the Issue/Loan Transaction window:

7a  Check to make sure the WT is listed under Reference.

7b  Click the Post button to Issue the part(s).
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DIRECTIONS:

On the Inventory Item window:

8a. Click on the **History** Tab.

8b. Verify the transaction status shows as **Posted**, the **quantity** issued out is correct, and the **total cost** appears.

8c. Click on the **Activate** button to change the Item Status to **Active**.

**IMPORTANT**

Outside of Facilities Connect, the **Transaction ID number** should be entered on the Warehouse Parts Issue sheet.