



SUPERVISOR

# ACCESS & NAVIGATION: TASKS SCREEN

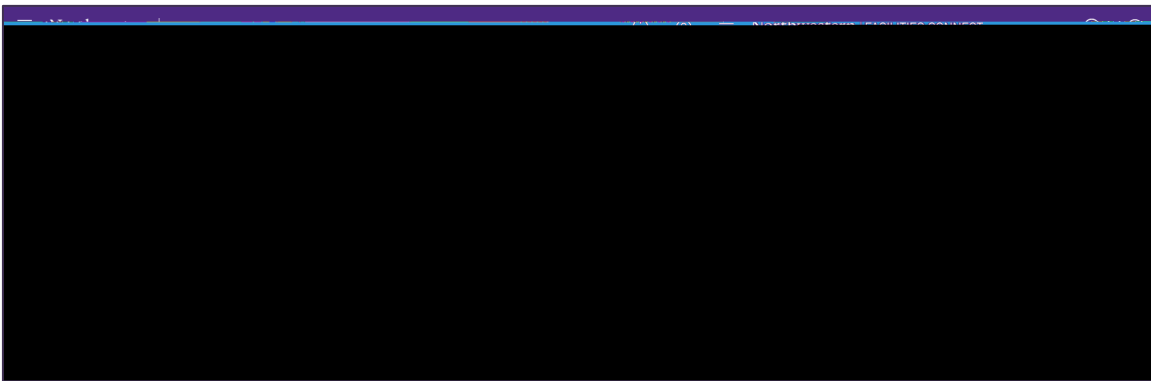
Provides guidance for locating and navigating the Tasks screen in Facilities Connect.

### ▼ GETTING STARTED

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

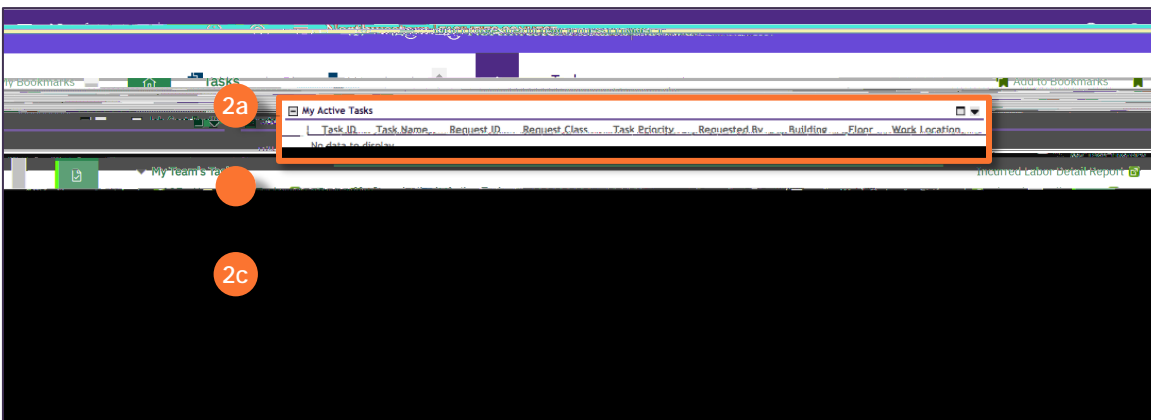
### DIRECTIONS:

1



2 On the **Tasks** tab, you access the following sections:

**My Active Tasks:** A list of all Facilities Connect tasks that have been assigned to you (as a user).





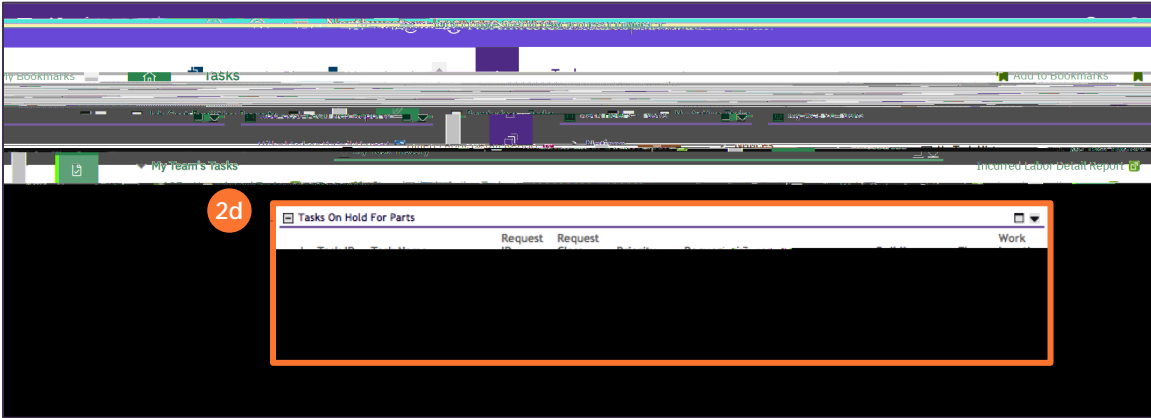
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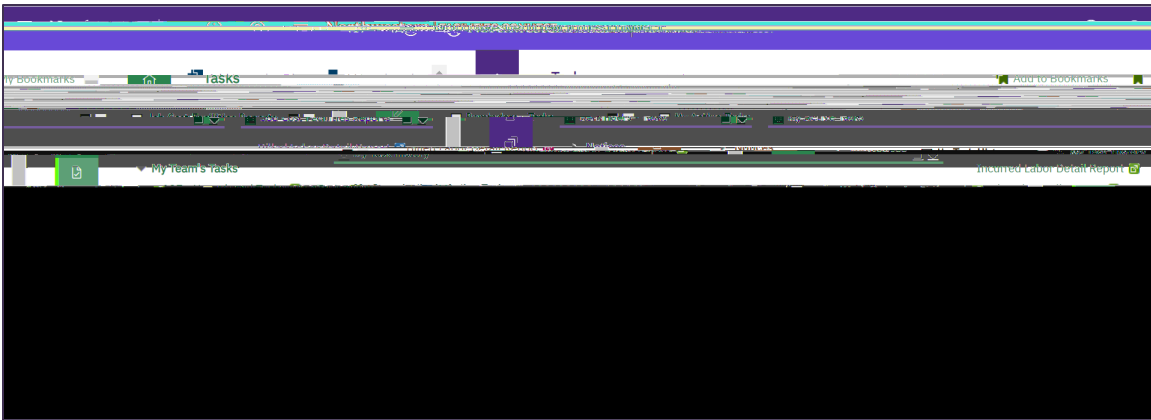
DIRECTIONS:

2 T a c c c d:

2d Tasks on Hold for Parts: All Work Tasks that have been put on Hold and are awaiting parts before continuing work.



Locate: Search function to locate Buildings, Floor Plans, Rooms, or Equipment on the GIS Map.





# SUPERVISOR: TASKS SCREEN

## DIRECTIONS:

3

The Reminders – Tasks section contains preset and filtered Searches/Reports to assist in locating Work Tasks:

- 3a Notices: Action items or Notifications connected to Work Tasks or Services Requests related to you.
- 3b My Teams Tasks: Searches that include all Work Tasks assigned to your Workgroup.
- 3c My Tasks: Searches that include only the Work Tasks assigned to you.
- 3d All Tasks: all Work Tasks in Facilities Connect, regardless of status.

