

d 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.

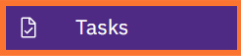
DIRECTIONS:

1

On the Tasks screen:

1a Locate the [Manage Tasks](#) section.

1b Click on [All Tasks](#).

A rectangular button with a purple background and an orange border. On the left side, there is a white document icon. To the right of the icon, the word "Tasks" is written in white text.

2



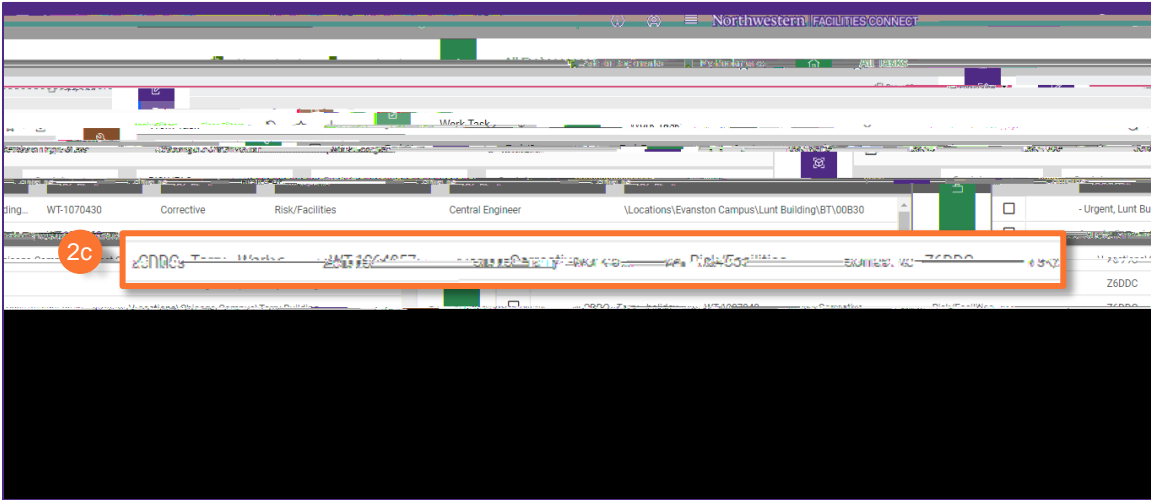
WAREHOUSE REVIEW WORK TASK FOR PARTS ISSUED

DIRECTIONS:

2

Continued. Once you locate the desired Work Task:

2c Click on the **Work Task details** to open.



3

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

3a Click on the **Resources** tab.

