



WAREHOUSE ISSUE PART TO WORK TASK

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

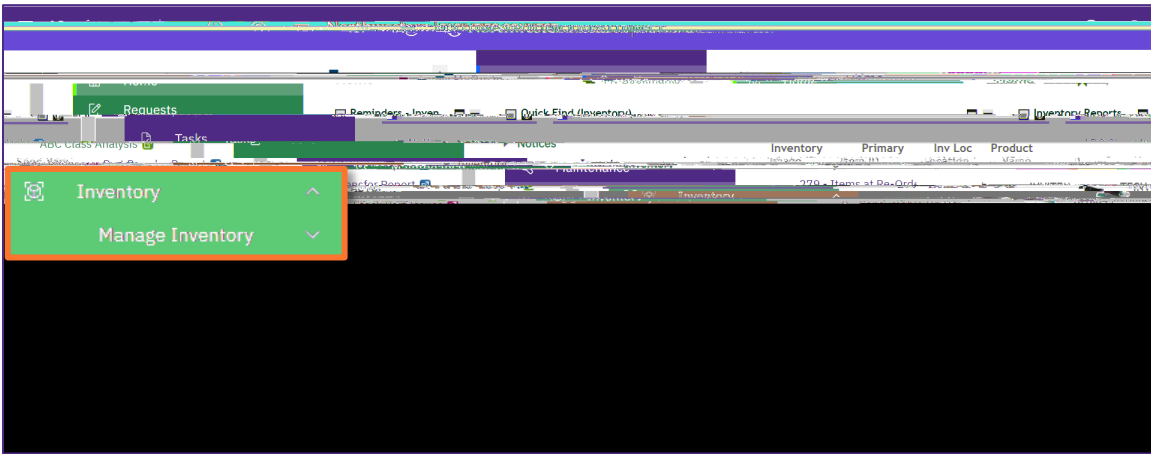
DIRECTIONS:

1 From the Facilities Connect Home Screen, navigate to the hamburger menu:

Click on the **Inventory** section dropdown arrow.

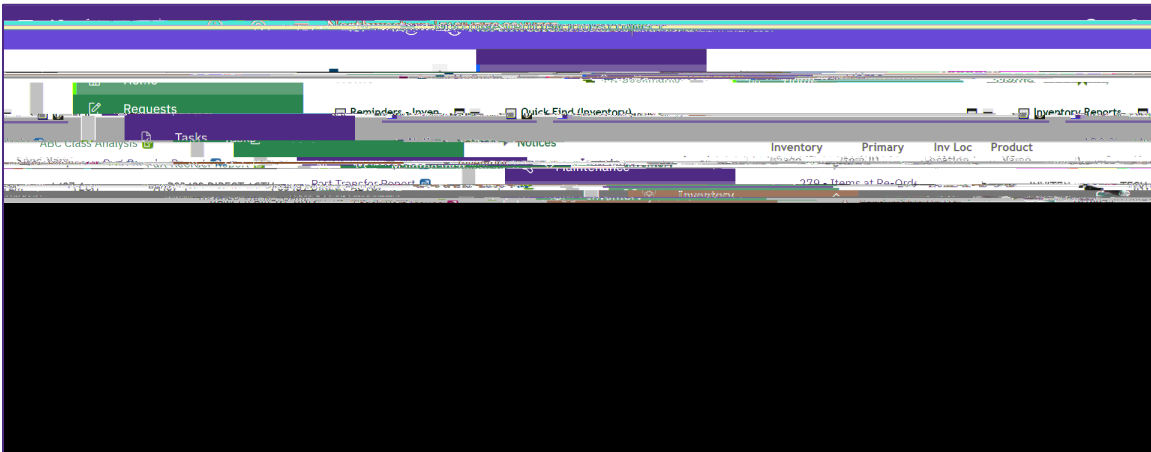
Click on the **Manage Inventory** section dropdown arrow.

1a



2 On the **Manage Inventory** drop-down menu:

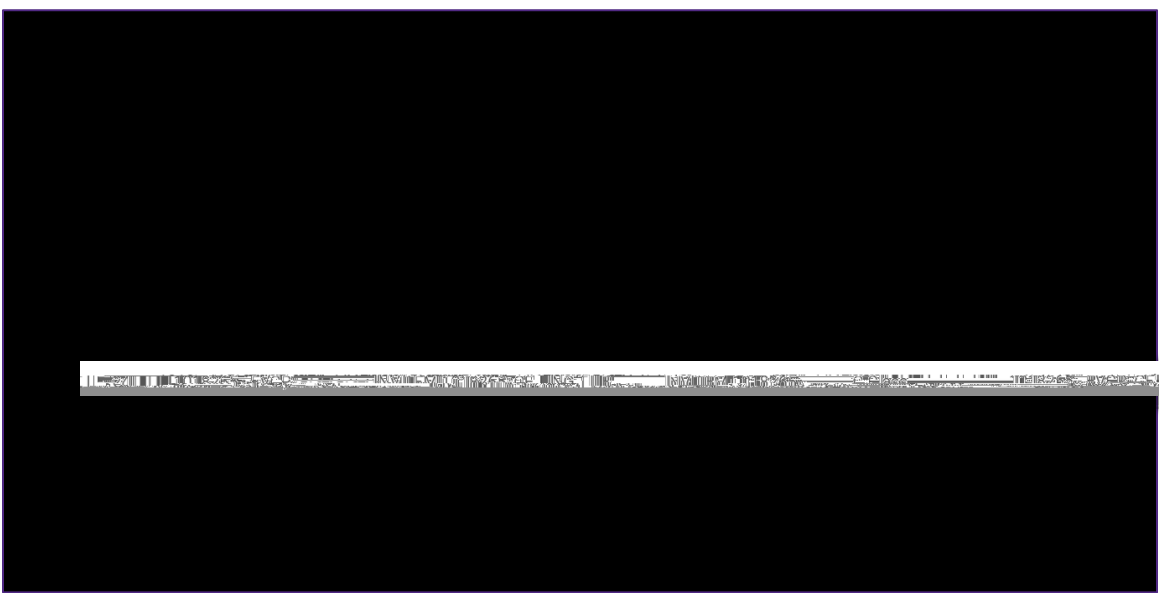
Click on **items**.





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DIRECTIONS:



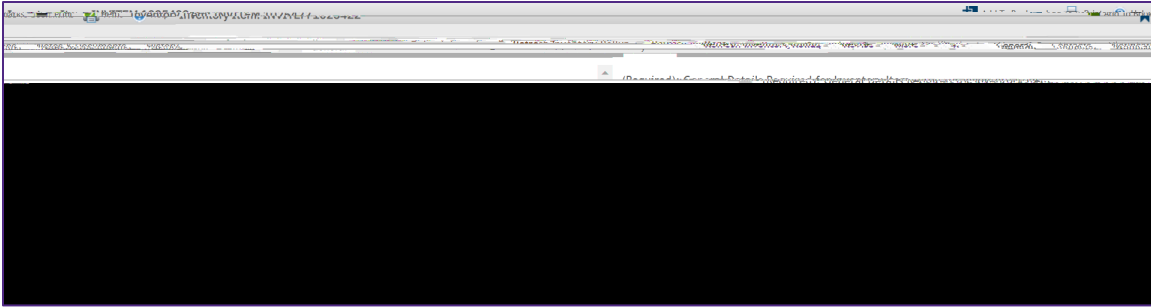


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DIRECTIONS:

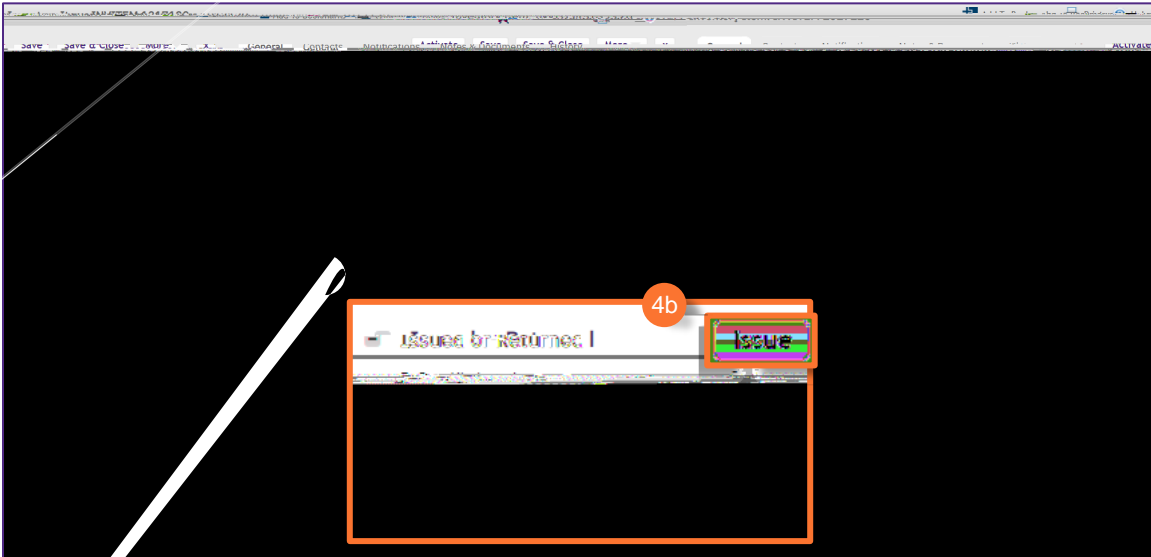
4 From the Inventory Item page,

4a Click on the **Revised** button.



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

Click on the **Issue** button.





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5



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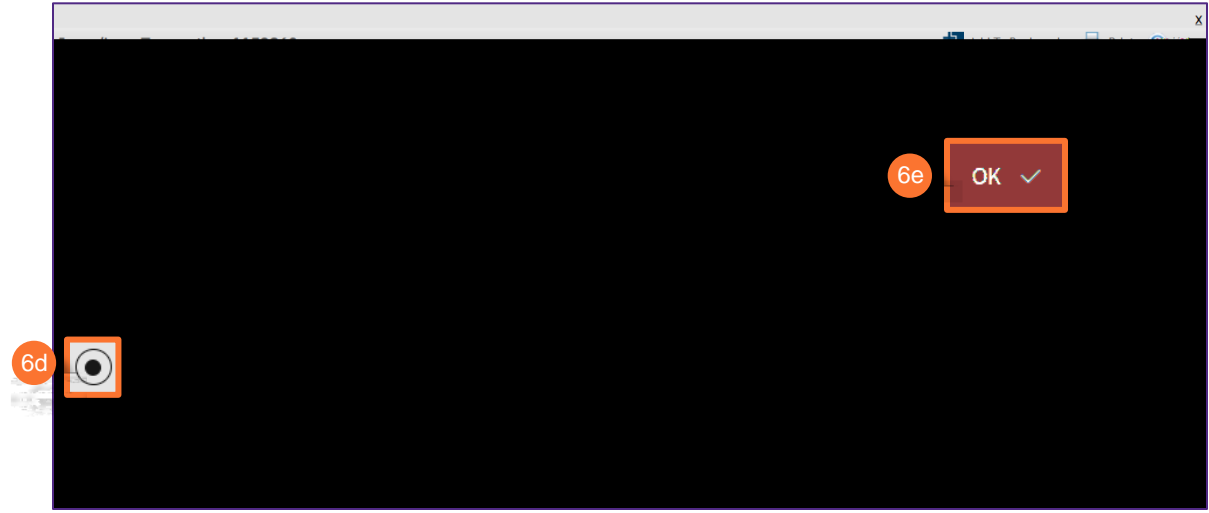
DIRECTIONS:

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

Enter the Work Task ID# in the ID search and press **Enter**

Click the Work Task radio button on the left.

Click **OK**.



7 On the Issue/Loan Transaction window:

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

Click the **Post** button to Issue the part(s).

