



Quick Guide 2

PROJECT MANAGER: SEARCH PROJECT WORK TASK (ALL TASKS)

Provides guidance for locating and searching All Work Tasks in Facilities Connect.

▼ GETTING STARTED

This job aid begins on the **Tasks** tab. For more information on navigating Facilities Connect, please refer to Job Guide #1.

DIRECTIONS:

- 1** From the **Tasks** tab:
 - 1a** Locate the **Manage Tasks** section.
 - 1b** Click on the **All Tasks** link.

- 2** Upon clicking, the **All Tasks** screen will open.
 - 2** Use the column headers and search function to locate the **Work Task** you wish to view.

Task Name	Task ID	Service Assignment Class	Work Location	Status	Actual Start	Planned Start(Respond Date)	Planned End(Due Date)	Actual End	Actual Percent Complete	Requestor Name	Created Date Time
Woodport Hall PM SCHEDULE EVAN - MUNI HALL	WT-1102673	Facilities	Hall	Active		08:00:00	17:00:00		0 percent		18:00:31

▼ INFORMATION

The list's default sort setting is in descending order (i.e. newest first). Clicking on the **column header** changes sorting to ascending order (i.e. oldest first). Clicking the **column header** a second time returns to the default setting.



Quick Guide 2

PROJECT MANAGER: SEARCH PROJECT WORK TASK (ALL TASKS)

DIRECTIONS:

3

In the search field:

3a

Enter keywords to narrow your search.

3b

Click on the **Work Task** you wish to view.

The screenshot shows the 'All Tasks' page in the Project Manager. The table below represents the data shown in the interface:

Task Name	Task ID	Service Assignment Class	Work Location	Status	Actual Start	Planned Start(Respond Date)	Planned End(Due Date)	Actual End	Actual Percent Complete	Requestor Name	Created Date Time
WO721989-ALLISON ELEV 1 EYELEC SUPPORT	WT-1043457	Project	\\Locations\Evanston Campus>Allison Hall\01\EL1-01	Active	More Than or E	03/16/2020 15:33:34	03/16/2020 15:33:34	More Than or E	0 percent	Contains	03/16/2020 15:33:34
WO721992-ALLISON ELEV 1 EYPAINT SUPPORT	WT-1043449	Project	\\Locations\Evanston Campus>Allison Hall\01\EL1-01	Active	15:23:12	03/16/2020 15:23:12	03/16/2020 15:23:12	15:23:12	0 percent	Contains	03/16/2020 15:23:12

▼ TIP & TRICKS

If you have the Work Task ID number, that is the best way to search for your task. Copy and paste any WT# into the **Task ID** field and press enter.

Utilizing the **Service Class Assignment** and **Work Location** search fields are the best ways to narrow your search to find **Project** related **Work Tasks**, if you do not have the Work Task ID#.

Layering filters will only search within the parameters of the previous results. Use the **Clear Filters** button before conducting new searches.