



SUPERVISOR

FACILITIES CONNECT ACCESS AND HOME SCREEN

Provides guidance for logging into Facilities Connect Desktop and navigating the Home page.

▼ GETTING STARTED

For the easiest access to Facilities Connect, click on the Facilities Connect icon located on the FM portal. You can also access Facilities Connect from the FM website, via the Facilities Connect option at the top of the screen.

DIRECTIONS:

1 Access Facilities Connect through the Single Sign On portal:

1 To login, enter your NetID and Password

Northwestern
ONLINE PASSPORT

NetID

1 Password

LOG IN

Help with login problems
Status of Northwestern IT Services

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2 The Home screen will be your landing page upon log in:

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Home

Reminders - Tasks

My Team's Tasks

137 - Unassigned Tasks

370 - Overdue Tasks

0 - Tasks Due This Week

370 - All Open Tasks

344 - Over-Budget Tasks

17 - Emergency Tasks

0 - Callback Tasks

0 - Poor Satisfaction Tasks

350 - Active Requests For My

My Tasks

33 - Overdue Tasks

0 - Tasks Due This Week

33 - My Open Tasks

Create Unavailable Time

All Tasks

Manage Tasks

Key Work Task

My Active Tasks

My Task History

My Organization's Active Tasks

Tasks On Hold For Parts

Tasks On Hold for Resource

I	Task ID	Task Name	Request ID	Request Class	Priority	Requested By	Built
	WT-1047607	CDDC - Lurie - Replace ISO belimo	SR-1008581	DDC - Other/Exception	Medium	Bochenek, Michael Jason	Lurie Re
	WT-1056767	WT-1056767 - Routine, Tarry Building, Contract Custodial Aramark 2020-2021		General Cleaning	Routine		Tarry Bl
	WT-1076171	WT-1076171 - 1201 DAVIS LEAK IN ROOM 1202 (KITCHEN)	CC-1033811	Leak	Routine	Weyant, Jonathan Calvin	1201 Da
	WT-1080247	WT-1080247 - Routine, Sports & Aquatic Cen, Water Temperature	SR-1035156	Water Temperature	Routine	Morelan, Jack L	Henry C Sports F
	WT-1082975	CDDC - Lurie - S8001 Replace noisy poppet	SR-1037290	DDC - Other/Exception	Medium	Sihler, Alan Christian	Lurie Re
	WT-1087119	WT-1087119 - TECH EB65 MOLD ON CEILING	CC-1039552	Carpenter - Other/Exception	Routine	Svenningsen, Glen Steve	Technol Instit

Job Cost Facilities Reports

Billed Labor Detail Report

Incurred Labor Detail Report

Work Order Audit Report

Job Cost User Reports

Job Cost Summary and Detail Rep

O&M Reports

All Tasks by Resource

Daily Work Orders Report

EVOCUST and CHCUST Open Work

Time Entries Pending Approval

Campus Mapping



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DIRECTIONS:

3 The Home screen contains five (5) major sections:

- 3a My Active Tasks
- 3b My Task History
- 3c My Organization's Active Tasks
- 3d Tasks on Hold For Parts
- 3e Tasks on Hold for Resource

