



WAREHOUSE

REVIEW WORK TASK FOR PARTS ISSUED

Provides guidance for how to review parts issued to a work task

▼ 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**.

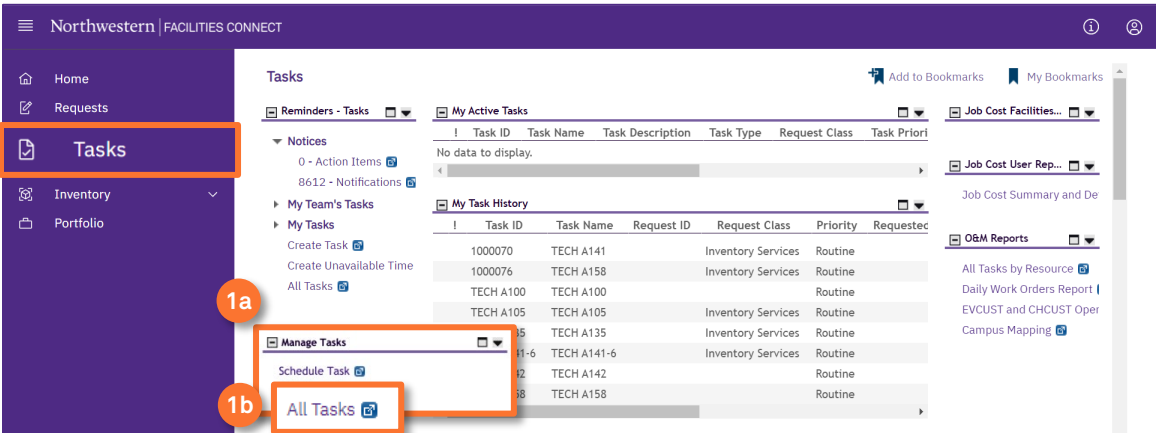
DIRECTIONS:

1

On the Tasks screen:

1a Locate the **Manage Tasks** section.

1b Click on **All Tasks**.

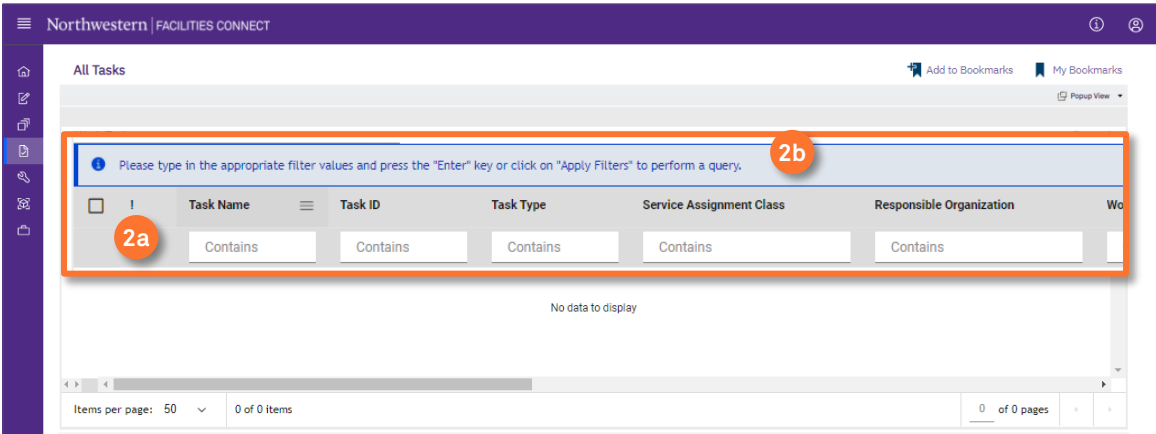


2

Upon tapping, the **All Tasks** screen will open. Because of the size of the report, the default view will be blank.

2a Enter criteria in any of the search fields beneath each of the column headers.

2b Initiate the search by pressing the **Enter** key.





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DIRECTIONS:

2 Continued. Once you locate the desired Work Task:

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

Task Name	Task ID	Task Type	Service Assignment Class	Responsible Organization	Work Location
- Urgent, Lunt Building...	WT-1070430	Corrective	Risk/Facilities	Central Engineer	\Locations\Evanston Campus\Lunt Building\BT\00B30
CDDC - Tarry - Work o...	WT-1064857	Corrective	Risk/Facilities	Z6DDC	
CDDC - Tarry - holiday...	WT-1087940	Corrective	Risk/Facilities	Z6DDC	\Locations\Chicago Campus\Tarry Building
EDDC - Cook Hall - St...	WT-1062775	Corrective	Risk/Facilities	Central DDC	\Locations\Evanston Campus\Cook Hall (Misb)\BT
EDDC - Oak Grv Librar...	WT-1068456	Corrective	Risk/Facilities	Central DDC	\Locations\Off-Site\Oak Grv Library Ctr
EDDC - Tech - Install ...	WT-1041241	Corrective	Risk/Facilities	Central DDC	\Locations\Evanston Campus\Technological Instit\04
EDDC - Tech-Load She...	WT-1047968	Corrective	Risk/Facilities	Central Engineer	\Locations\Evanston Campus\Technological Instit
WT-1027545 - Import...	WT-1027545	Corrective	Risk/Facilities	Central Carpenter	\Locations\Evanston Campus\1810 Hinman\BT\00B03

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

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

Item	Total Available	Quantity Selected	A. Quantity Hold	B. Quantity Issued	C. Quantity Returned	Total Quantity (A+B-C)
P013373 - EVELEC: ...	340 box	6 each	0 each	6 each	0 each	



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DIRECTIONS:

3 Continued. Scroll down to the Parts section:

3b Review the Parts issued to this Work Task.

Work Task: WT-1042098- Rubloff 9 Renovation

Resources

(Optional): Use this tab to enter, review, or change resource assignments for the selected task.

Resources

Work Time

Resource Allocations

0 total found

Resource	Override?	Date	Hours	Planned Start	Planned End	Planned Duration	Status
No data to display							

Material List

3b

Parts

Apply Filters Clear Filters

	Item	Total Available	Quantity Selected	A. Quantity Hold	B. Quantity Issued	C. Quantity Returned	Total Quantity (A
Contains							
☐	P011659 - TECH: NI...	12 each	1 each	0 each	1 each	0 each	
☐	P004147 - TECH: C...	90 each	20 each	0 each	20 each	0 each	
☐	P004121 - TECH: C...	80 box	20 each	0 each	20 each	0 each	

4 To review parts that went through job cost:

4a Click on **Job Cost** tab.

4b Scroll down to review the Job Cost Detail section.

Work Task: WT-1042098- Rubloff 9 Renovation

Job Cost

Job Cost Billing

Billing Type Non-Building

Billing Status Active

Job Cost Detail

Apply Filters Clear Filters

ID	Cost Source	Original Cost	Markup	Markup Cost	Allocation	Total Charged	Debit Chart S
Contains							
1017453	Labor	\$129.54	33	\$42.75	100	\$172.29	812-501
1091863	Labor	\$97.16	33	\$32.06	100	\$129.22	812-501
1080319	Materials	\$2.07	20	\$.41	100	\$2.49	812-501

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