

d GETTING STARTED

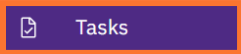
The Tasks screen is located on the Home Screen – for instructions on logging into Facilities Connect, please refer to Supervisor: FC Access and Home Screen.

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

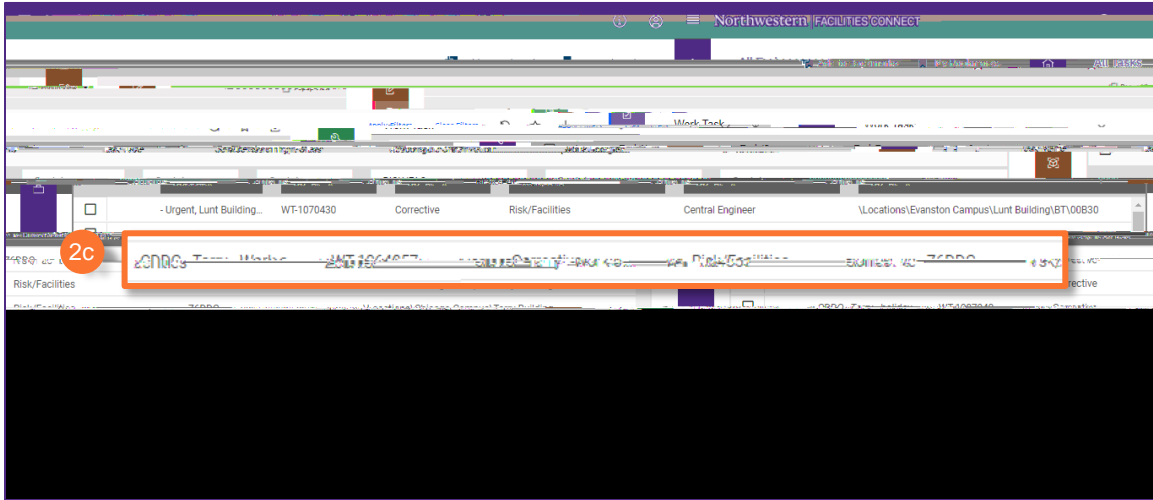


WAREHOUSE REVIEW WORK TASK FOR PARTS ISSUED

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.

