

SUPERVISOR

ADD AND EDIT A WORK TASK RESOLUTION

Provides guidance for creating and editing a Work Task Resolution in Facilities Connect Desktop.

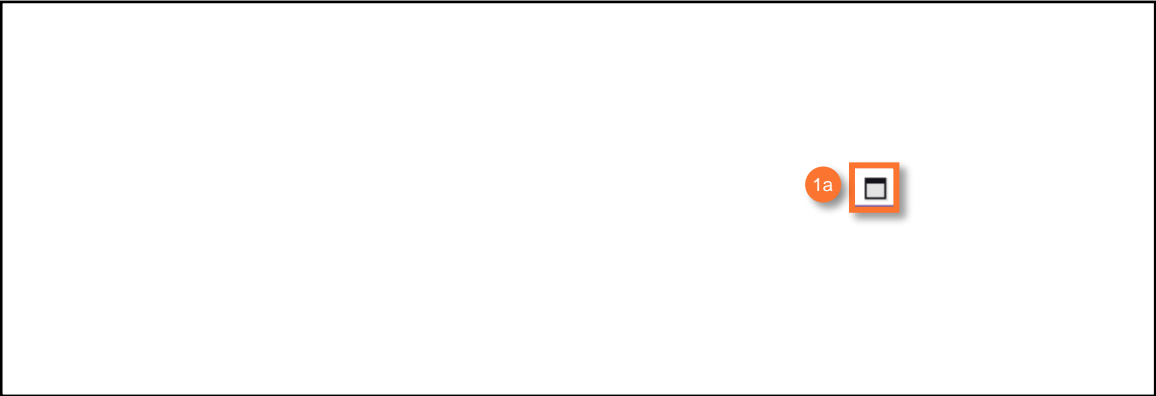
d GETTING STARTED

New enhancements with Supervisor: Tasks Screen job guide.

DIRECTIONS:

1 From the Task screen, in the [My Organization's Active Tasks](#) section:

1a Click on the [Maximize](#) button.



To open the [Work Task Record](#):

1b Click on the [Work Task Record](#) link.



DIRECTIONS:

2 Upon clicking, the selected Work Task will open:

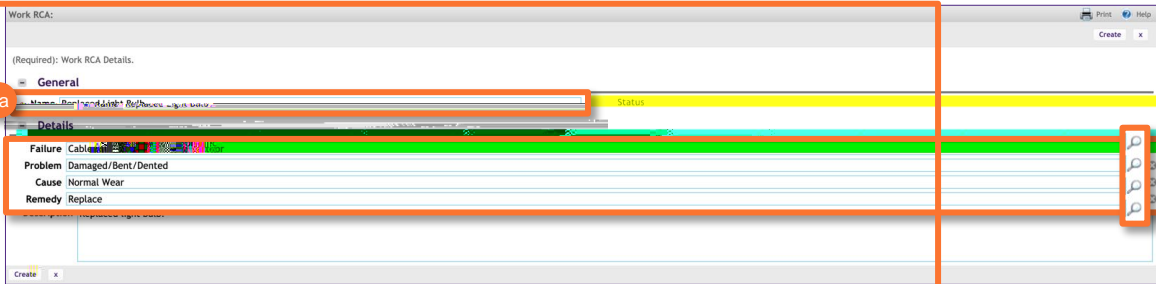


DIRECTIONS:

3

Upon clicking, the Work Analysis (Resolution) pop-up will appear:

- 3a Enter a name for the Work Analysis (Resolution).
- 3b Click on the Find button for each of the categories and select the most relevant option.
- 3c Enter a description of the work that was done.
- 3d Click on the Create button.



d INFORMATION

The Failure, Problem, Cause, and Remedy categories have several options to choose from, select the options that closest matches the work you completed to address the problem. If you cannot find an options that fits, simply choose the 'Other' option and use the Description field to provide further details.

