



Quick Guide 2

PROJECT MANAGER: SEARCH PROJECT WORK TASK (ALL TASKS)

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

DIRECTIONS:

- 1 From the Tasks tab:





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DIRECTIONS:

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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 search filters are set to 'Service Class Assignment' (Project) and 'Work Location' (Allison). The results table shows two tasks:

Task ID	Service Class Assignment	Work Location	Status	Actual Start	Planned Start	Planned End	Use Date	Percent
WO721989-ALLISON ELEV 2 SUPPORT	Project	Allison	Complete	15-11-11	15-11-11	15-11-11	03/16/2020	03/16/2020
WO721992-ALLISON ELEV 1...	Project	Location\Evanston Campus\Allison	Complete	15-11-11	15-11-11	15-11-11	03/16/2020	03/16/2020

d 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.