



Provides guidance for adjusting the respond by and due dates in a Work Task in Facilities Connect.

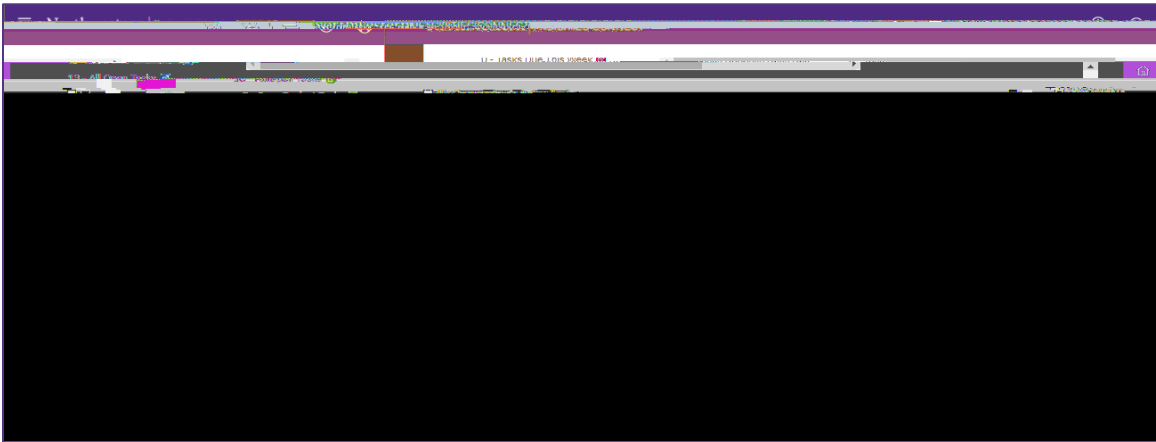
**GETTING STARTED**

This job aid begins on the **Tasks** screen. For more information on navigating to the **Tasks** screen, please refer to the **Supervisor: Tasks Screen** job guide.

**DIRECTIONS:**

**1** From the **Tasks** screen, scroll down to locate the **Manage Tasks** section:

**1** Click **All Tasks**.



**2** Upon clicking, the **All Tasks** screen will open:

**2** Locate and click the Work Task you wish to view.





# SUPERVISOR ADJ E OND B AND D E D A E

## DIRECTIONS:

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Continued.

Once the **Planned End (Due Date)** details have been auto-updated:

4c Verify **Planned Start (Respond Date)**, **Planned End (Due Date)**, and **Total Planned Working Hours (C+D)** are correct.



4d Click the **Save & Close** button to complete the adjustment.

