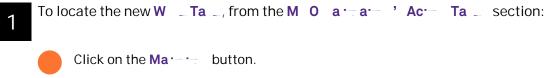
Provides guidance for reviewing and completing a "Perform Estimated Work" Work Task.

GETTING STARTED

Customer Service is responsible for receiving and routing NU Fac $\Box - a = R$. Once an E - a = R is received, Customer Service will review the request and route it to the appropriate workgroup(s) along with the E - a = R. Once the new W _ Ta _ has been created under the P E - a = dW = R CLa , C S c will again assign the W _ Ta _ to the appropriate shop.

This job aid begins on the Facilities Connect Ta _ screen. For more information on navigating to the Ta _ screen, please refer to the S - :Ta _ Sc job aid.

DIRECTIONS:



Upon clicking, the full screen view of M O a - a - ' Ac - Ta _ will open. To locate the E - a R ... W _ Ta _:

Enter E - a into the Request Class column and press enter. Layer search filters if necessary.

Once you have located the desired Work Task, click on the W _ Ta _ R c d link to open.

