



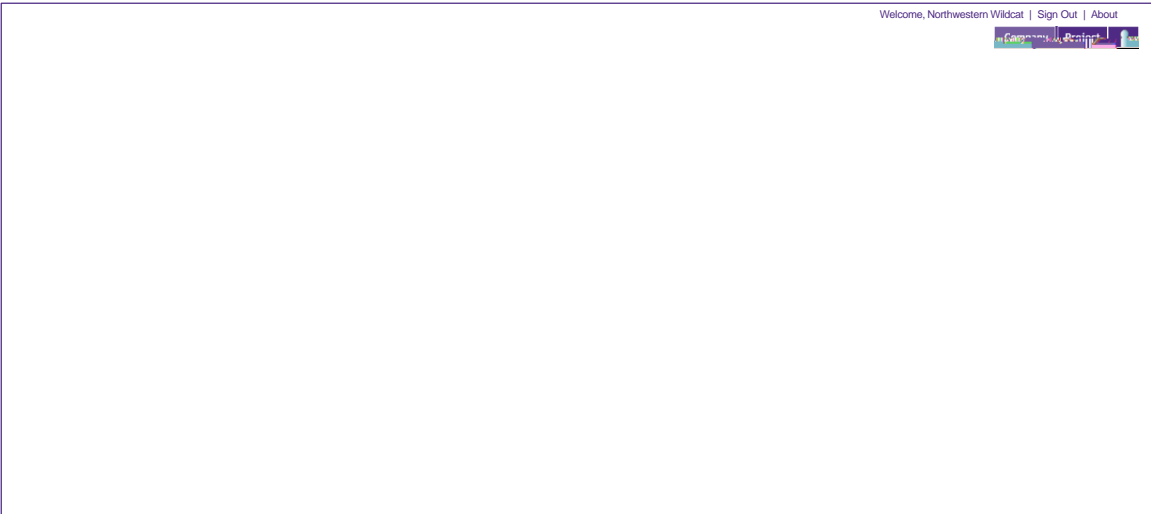
Quick Guide 2

# 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:





## Quick Guide 2

## PROJECT MANAGER: SEARCH PROJECT WORK TASK (ALL TASKS)

## 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 Project Manager interface with a search for work tasks. The search results table is highlighted with orange boxes and callouts 3a and 3b. The table has the following columns: Task Name, Task ID, Service Assignment Class, Work Location, Status, Actual Start, Planned Start, Planned End, Use Date, and Percent. The search results show two tasks: WO721989-ALLISON ELEV SUPPORT and WO721992-ALLISON ELEV 1. The first task is highlighted with a callout 3b, and the second task is highlighted with a callout 3a.

Task Name	Task ID	Service Assignment Class	Work Location	Status	Actual Start	Planned Start	Planned End	Use Date	Percent
WO721989-ALLISON ELEV SUPPORT	WO721989	ELEVATOR	HALLWAY/ELEV 1-01	Complete	15-11-11	15-11-11	M-THURSDAY		
WO721992-ALLISON ELEV 1	WO721992	Support	Location/Evanston Campus/Allison	Active	03/16/2020	03/16/2020			03/16/2020

## d TIP &amp; 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.