



PROJECT MANAGER LOCATE CAPITAL PROJECT WORK TASKS

Provides guidance for locating Capital Project Work Tasks in Facilities Connect.

GETTING STARTED

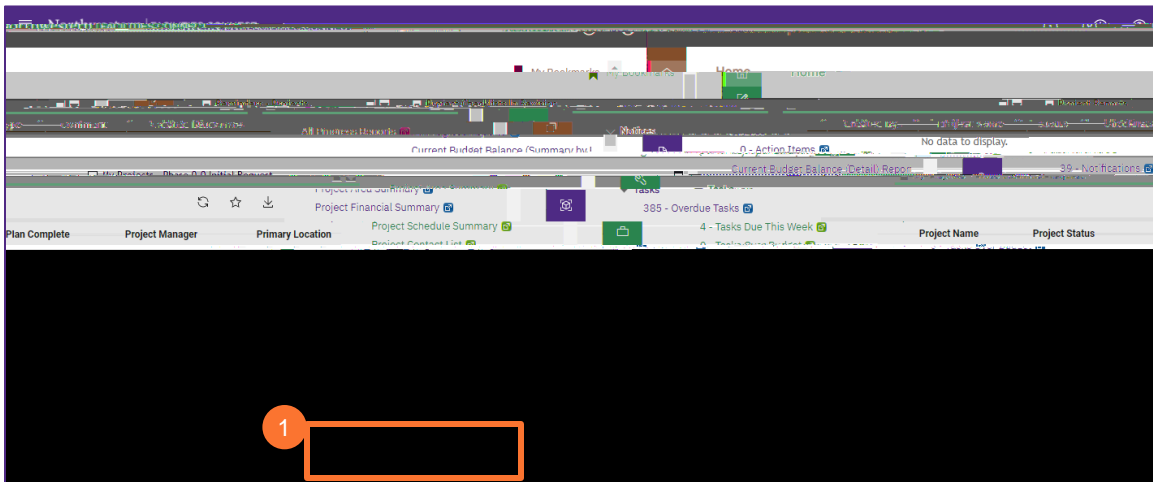
DIRECTIONS:

1

Option one: from the FC Home Screen,

1

Click on the **Project Name** from the **Phase**. There are two main ways to access the Project Record. For more information, see **Project Manager: Basic Navigation** job aid.

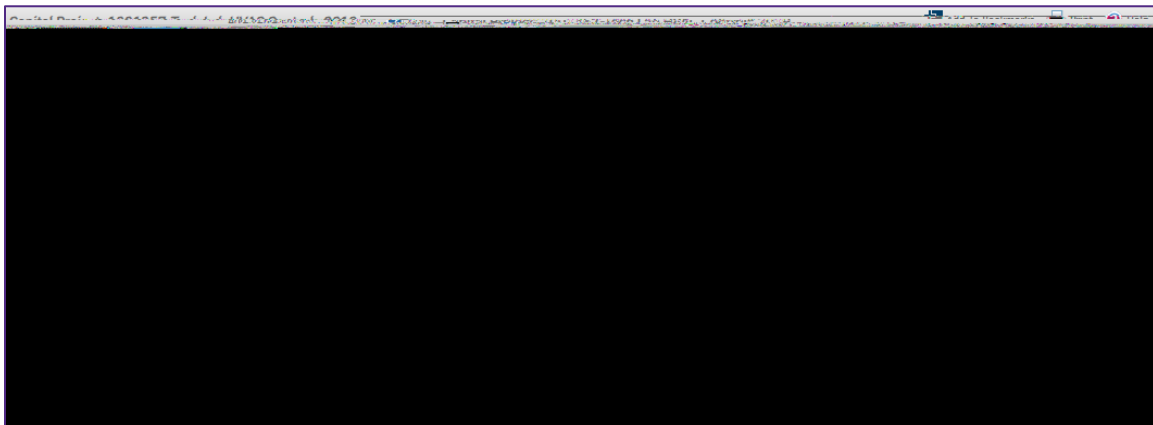


INFORMATION

When you are on the on the Projects tab, in Company Focus, the center column shows you all the projects you are assigned to by phase in descending order.

2

Upon clicking, the Capital Project record will open in a new window.

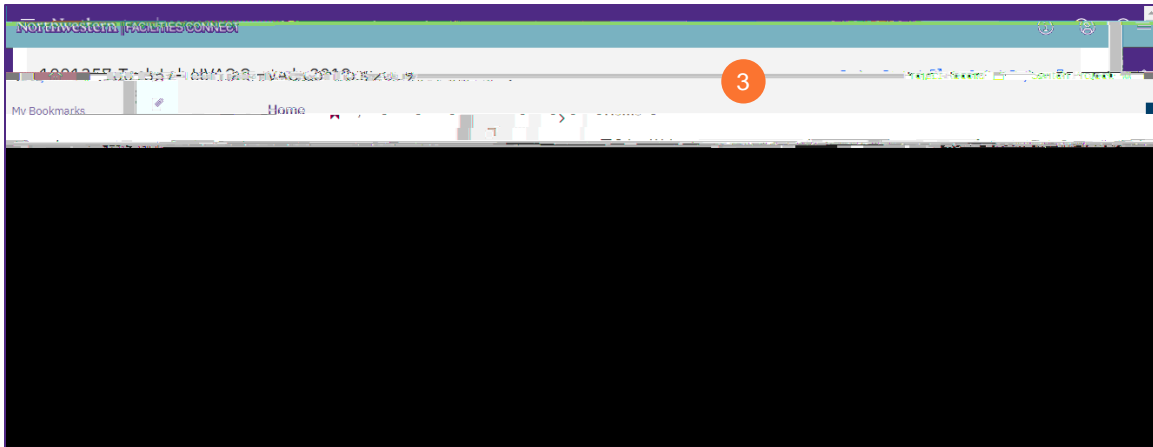




DIRECTIONS:

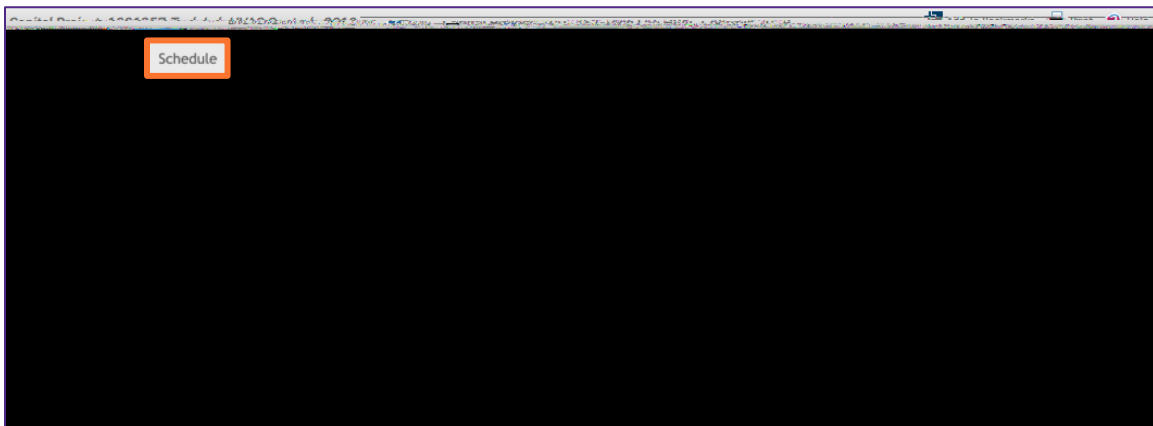
3 Option two: from the Project Focus screen,

3 On the Projects tab, click on the Project Record button.



4 Upon clicking, the Capital Project record will open in a new window.

4 Click on the Schedule tab.





General: the [General](#) tab contains all the general information on the [Work Task](#). Information including: the