

Received a sector of the steer of a capit

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



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Upon clicking, the All Tasks screen will open:

Locate and click the Work Task you wish to view.



OPERATIONS & MAINTENANCE

SUPERVISOR ADJ E OND B AND D E DA E

DIRECTIONS:

4 Continued.

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

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



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Click the Save & Close button to complete the adjustment.

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