



# PROJECT MANAGER LOCATE CAPITAL PROJECT WORK TASKS

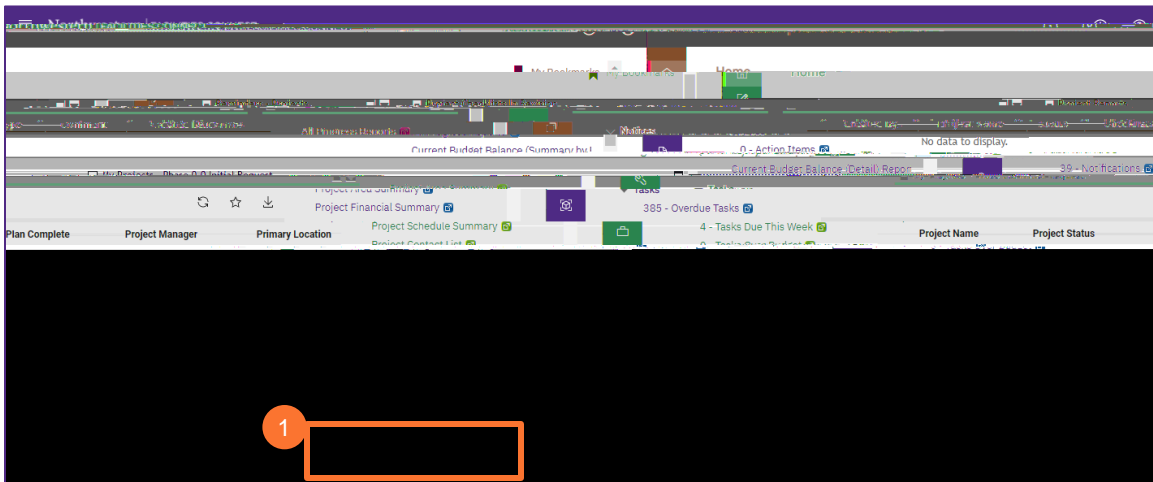
Provides guidance for locating Capital Project Work Tasks in Facilities Connect.

## GETTING STARTED

### DIRECTIONS:

1 Option one: from the FC Home Screen,

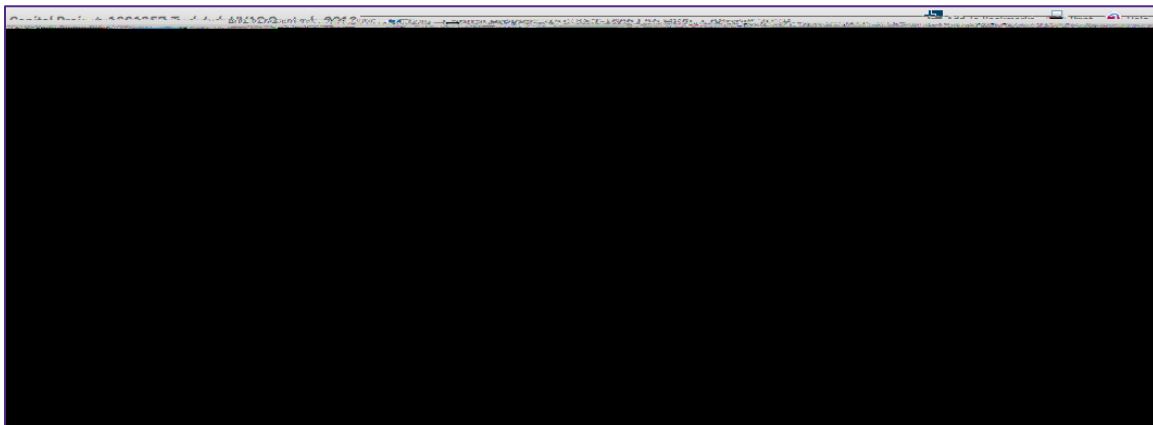
1 Click on the Project Name from the Phase There are two main ways to access the Project Record. For more information, see Project Manager: Basic Navigation job aid.



## 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.

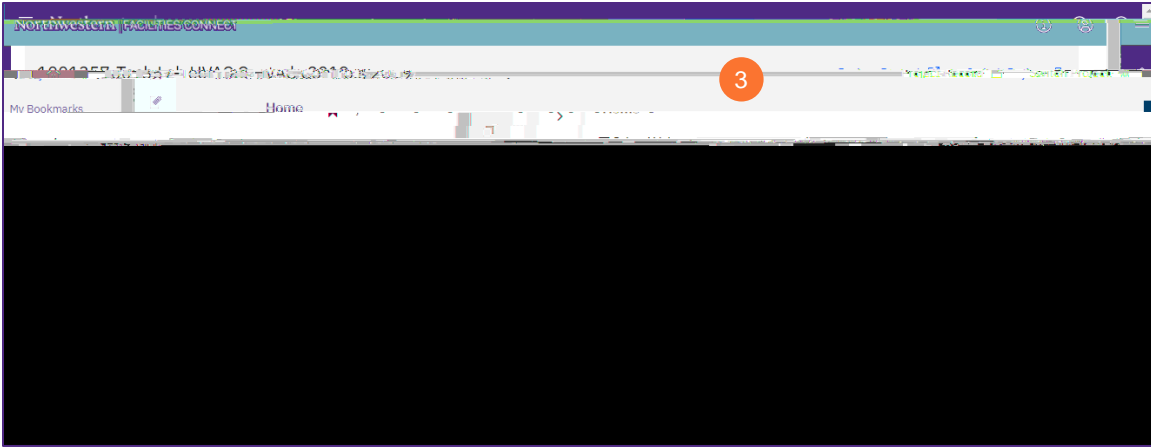




## DIRECTIONS:

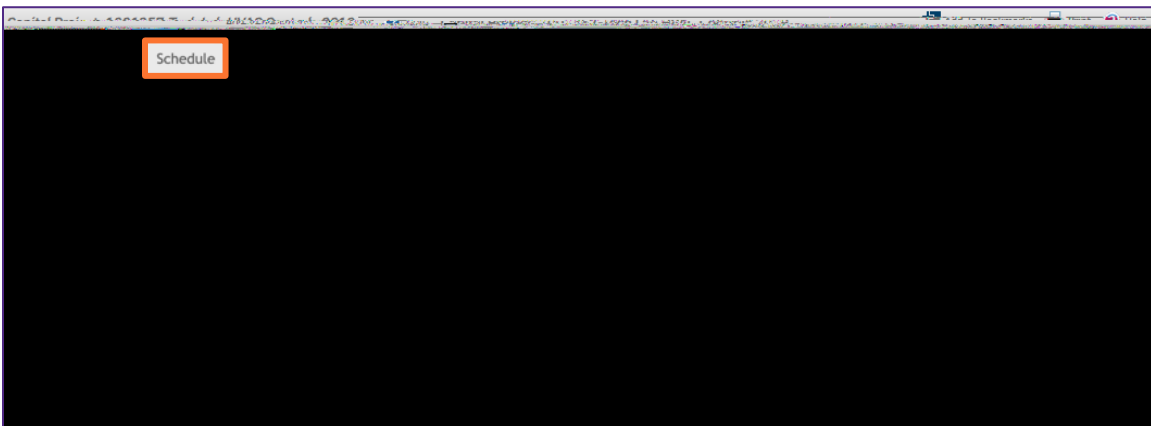
3 Option two: from the Project Focus screen,

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

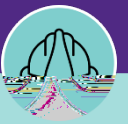


4 Upon clicking, the Capital Project record will open in a new window.

4 Click on the Schedule tab.







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