Searching for a Task

1. Log in to AMS
2. Select WORK TASK DETAIL REPORT located on the left side of the screen

3. Type any information you have in the WHITE BOXES that read CONTAINS and select APPLY FILTERS or press the ENTER key on your KEYBOARD
4. In the example below, all tasks for the PLUMBING SHOP in WELLMAN HALL appear

5. Select CLEAR FILTERS to erase any information you’ve entered or to conduct a new search