

SUPERVISOR

ADJUST RESOURCE WORK TIME

Provides guidance for adjusting a resource's estimated work time on a Work Task in FC Desktop.

▼ GETTING STARTED

This guide begins in a **Work Task** in FC Desktop. For more information on navigating to the **Tasks** screen, please refer to the **Supervisor: Tasks Screen** job guide. For more information on searching for Work Tasks, please refer to the **Supervisor: Search All Work Tasks** job guide.

DIRECTIONS:

1	From	the Work Task :
	1	Click the Resources tab.

Work Task: WT-1028152-WT-1028152 General Xob Cost Work Details Resources Interview Statute Statute Resources Resourc		Supervisor Complete Hold		To Bookmarks Save & Close		
(Required): Use this tab to enter, review, or change basic information about the task. General			Accept	Start Work	Stop Wo	rk
Task ID WT-1028152	Status Active					_
* Task Name WT-1028152 - Routine, Mcgaw/Olson, Flood	Assignment Status Assigned					
Description Flood; please assist ASAP.						
Task Reissue Reason						

2 Upon clicking, the **Resource** tab will open.

Scroll down to the Work Time section.

1101	rk Task: WT-1028152-WT-1028152 - Routine, Mcgaw/Olse	on, Flood			Add To Be	okmarks 📇 Print 🌘
G	General Job Cost Work Details Resources Procedures	Notifications Notes & Documents	Work Task Info Audit Actions	Super	risor Complete Hold Save Sa	ve & Close More
(Op	ptional): Use this tab to enter, review, or change resource	assignments for the selected task.				
	Resources			Find Assets Find People Find Locations Find Orgo	inization Time Entry Quick Add	Time Entry Remov
9	Export 1 total found					Show: 10
	! Name	Resource Type	Resource Requirement	Percent Allocated	Complete	
0	Johnson.Christina	Person	Required		100 percent	
	Work Start 01/28/2020 13:00:00 Work End 01/30/2020 13:00:00 Work Hours 48					
L	(Assigned) 48 (Unassigned) 0					
_	(Assigned) 48					
-	(Assigned) 48 (Unassigned) 0 Resource Allocations Second 1 total found					Show: 10
-	(Assigned) 48 (Unassigned) 0 Resource Allocations		Date Hours Planned Start 01/28/2020 48 hours 01/28/2020 13:00:	Planned End 00 01/30/2020 13:00:00	Planned Duration 2 Days	show: 10 Status Active



OPERATIONS & MAINTENANCE

SUPERVISOR

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DIRECTIONS:
3 In the Work Time section:
3a Enter a new Work Hours duration.
3b Click Save.
Work Task: WT-1028152-WT
After clicking Save , the details in the Work Time and Resource Allocation sections will update.
4a In the Work Time section, verify Work Start and Work End time have updated.
In the Resource Allocation section, verify Planned Start , Planned End , and Planned Duration have updated to match the times in the Work Time section.

4c Click Save & Close to complete the adjustment.

Seneral Job Cost Work Details Resources Proce ptional): Use this tab to enter, review, or change reso			Audit Actions		Supe	rvisor Complet	e & Close
Resources				Find Asse	ts Find People Find Locations Find Org	ganization Time Entry Quick Ad	d Time Entry
Export 1 total found							Show: 10
! Name	Resource Type	e	Resource Requi	rement	Percent Allocated	Complete	
Johnson.Christina 4a	Person		Required			100 percent	
Work Time Work Start 01/28/2020 13:00:00 Work End 01/28/2020 21:00:00							
Work Start 01/28/2020 13:00:00 Work End 01/28/2020 21:00:00 Work Hours 8 (Assigned) 8 (Unassigned) 0			4 b				
Work Start 01/28/2020 13:00:00 Work End 01/28/2020 21:00:00 Work Hours 8 (Assigned) 8 (Unassigned) 0 Resource Allocations							p (1)
Work Start 01/28/2020 13:00:00 Work End 01/28/2020 21:00:00 Work Hours 8 (Assigned) 8 (Unassigned) 0	Override?	Date	4b Hours	Planned Start	Planned End	Planned Duration	Show: 10 Status