

### O&M SUPERVISORS

# MANAGE WORKGROUPS: VIEW RESOURCE POOL

Provides guidance for Supervisors to locate and view available Resources in FC Mobile (OTG)

#### ▼ GETTING STARTED

This job aid begins from the **My Workgroups > Assign Tasks** screen. For more information on navigating to **My Workgroups > Unassigned Tasks** refer to **My Workgroups: Access & Navigation** job aid.

#### DIRECTIONS:

**1** From **Assign Tasks**:

**1a** View **Resource Pool**.

**1b** Scroll to view additional Resources.

#### ▼ INFORMATION

The primary view of the **Resource Pool** will provide basic Resource information, including: **Resource Name, Workgroup, Allocated Time Graph, Time Remaining, and Time Overdue Tasks.**

**1c** Enter a **Keyword** to search for a Resource.

#### ▼ TIP & TRICKS

To help narrow the search for Resources, use keywords associated with the Resource's: **Name, Organization, Trade, or Location.**