

O&M SUPERVISORS

MANAGE WORKGROUPS: ASSIGN WORK TASKS TO RESOURCE(S)

Provides guidance for Supervisors to assign Work Tasks to one or more Resources in FC Mobile (OTG)

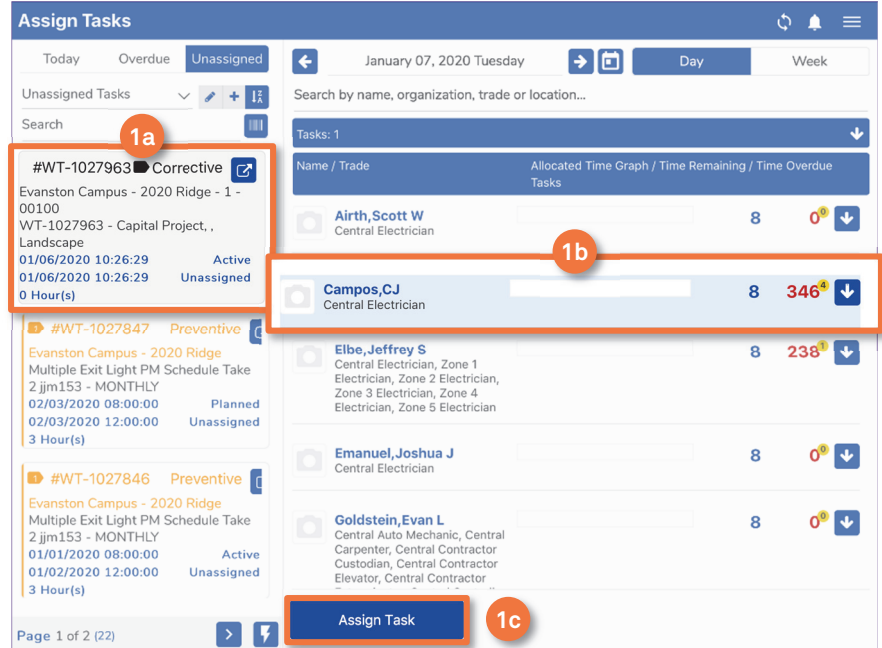
▼ GETTING STARTED

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 Tap the **Work Task(s)** you wish to assign.
- 1b Tap the **Resource(s)** you wish to assign.
- 1c Tap the **Assign Task** button.



2 Upon tapping, the Assign Task pop-up window will appear:

- 2a Confirm **Work Task** and **Resource** details.
- 2b Tap the **Assign** button to finalize assignment of Resource(s) to Work Task(s).

