



SUPERVISOR

ADJUST RESOURCE WORK TIME

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

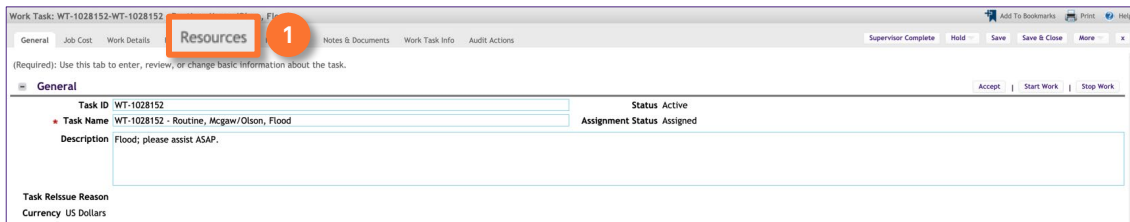
▼ GETTING STARTED

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:

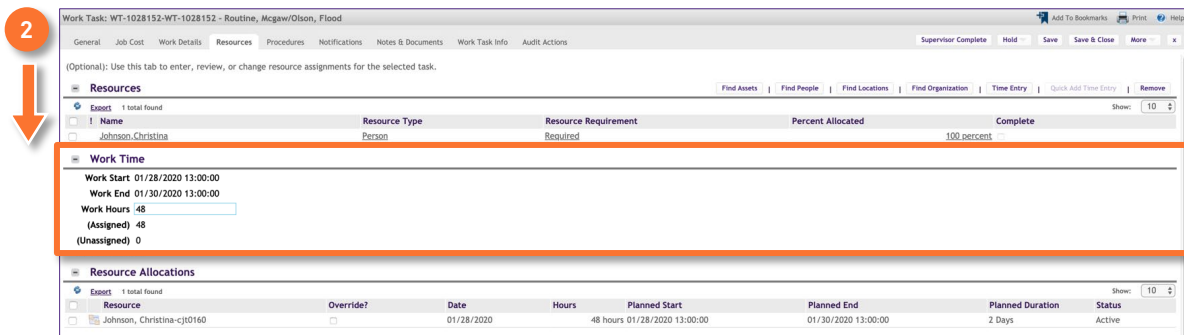
1 From the **Work Task**:

1 Click the **Resources** tab.



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

2 Scroll down to the **Work Time** section.





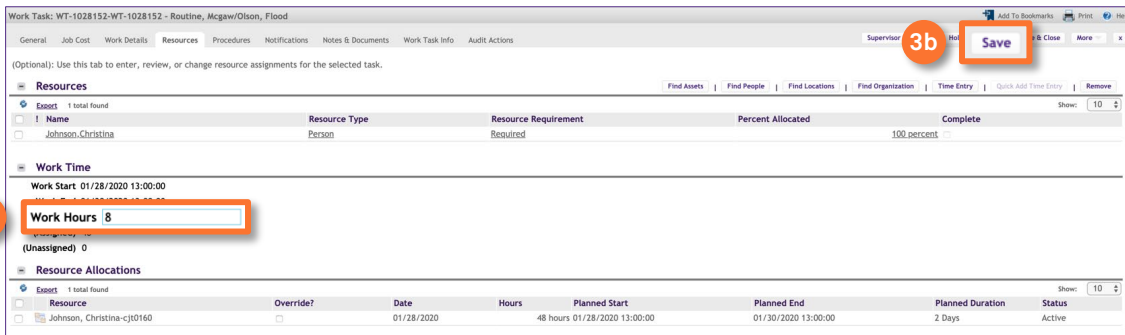
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DIRECTIONS:

3 In the **Work Time** section:

3a Enter a new **Work Hours** duration.

3b Click **Save**.



4 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.

4b 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.

