

O&M SUPERVISORS

MANAGE WORKGROUPS: REASSIGN A WORK TASK

Provides guidance for Supervisors to reassign Work Tasks to a new resource in FC Mobile (OTG)

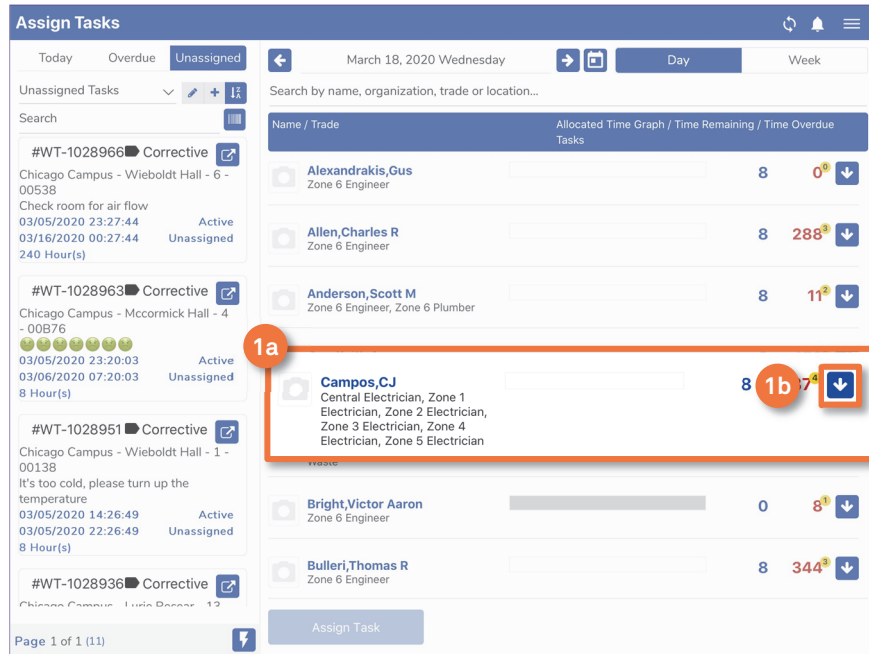
▼ GETTING STARTED

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:

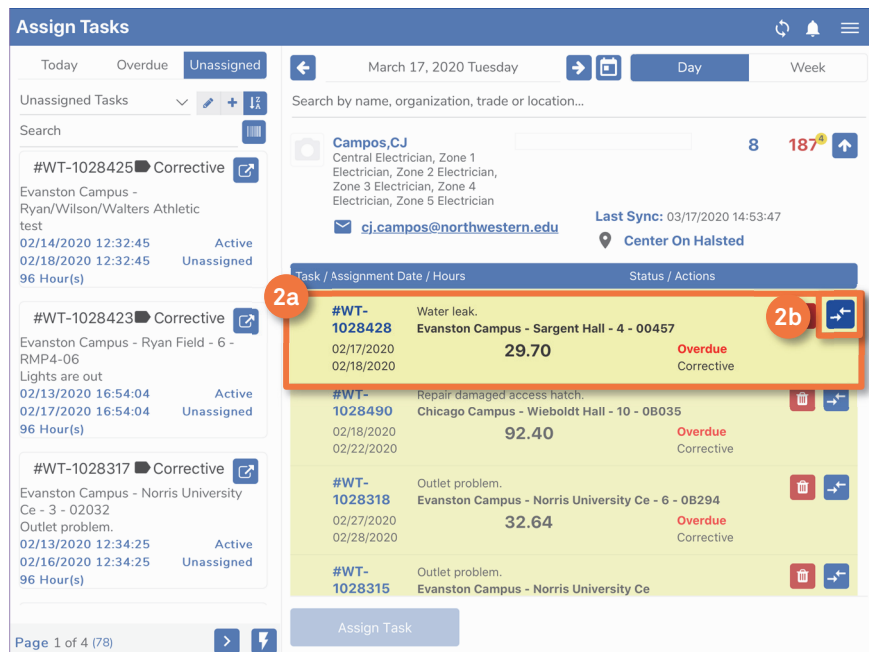
1 From Assign Tasks:

- 1a Locate the **Resource** you wish to view.
- 1b Tap on the **Blue (↓)** arrow icon to view assigned work tasks assigned to the chosen **Resource**.



2 Upon tapping, a list of the **Work Tasks** assigned to the **Resource** will appear.

- 2a Locate the specific **Work Task** which you wish to **Reassign** to a new resource.
- 2b Tap on the **Reassign** button.



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DIRECTIONS:

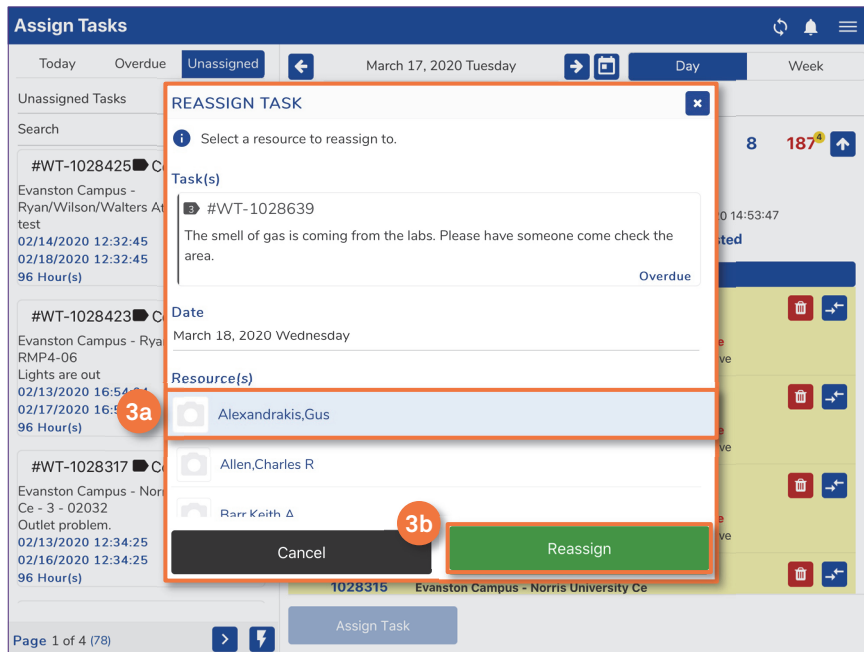
3 Upon tapping, the **Reassign Task** window will appear.

3a From the **Resource** list tap on the **Resource** to whom you wish to **Reassign** the work task.

▼ INFORMATION

The selected **Resource** will appear highlighted in blue.

3b Tap on the **Reassign** button to confirm the new assignment.



The screenshot displays the 'Assign Tasks' mobile application interface. The main screen shows a list of 'Unassigned Tasks' with details for three tasks. A 'REASSIGN TASK' dialog box is overlaid on the screen, containing the following information:

- Task(s):** #WT-1028639
- Description:** The smell of gas is coming from the labs. Please have someone come check the area.
- Date:** March 18, 2020 Wednesday
- Resource(s):** A list of resources is shown, with 'Alexandrakis, Gus' selected and highlighted in blue.
- Buttons:** 'Cancel' and 'Reassign' buttons are visible at the bottom of the dialog box.

Callouts '3a' and '3b' are placed on the screenshot to indicate the steps: '3a' points to the selected resource, and '3b' points to the 'Reassign' button. The background shows the 'Assign Tasks' screen with a date of March 17, 2020, and a list of tasks including #WT-1028425, #WT-1028423, and #WT-1028317.