SUPERVISOR

MANAGING MY ORGANIZATION'S ACTIVE TASKS

Provides guidance for managing your Workgroup's Work Tasks in FC Desktop.

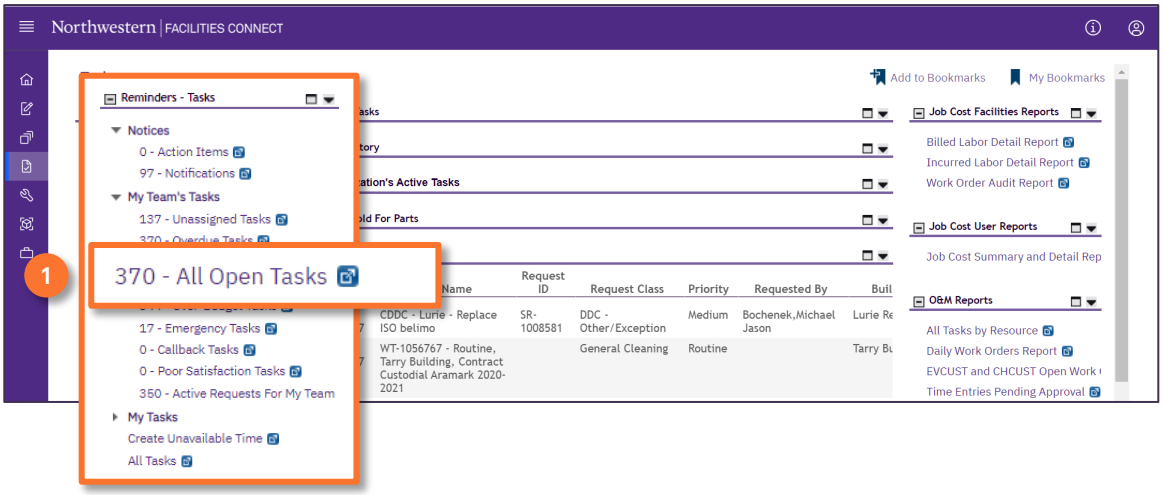
▼ GETTING STARTED

This job aid begins on the **Tasks** screen. For more information on navigating to the **Tasks** screen, please refer to the **Supervisor: Tasks Screen** job guide.

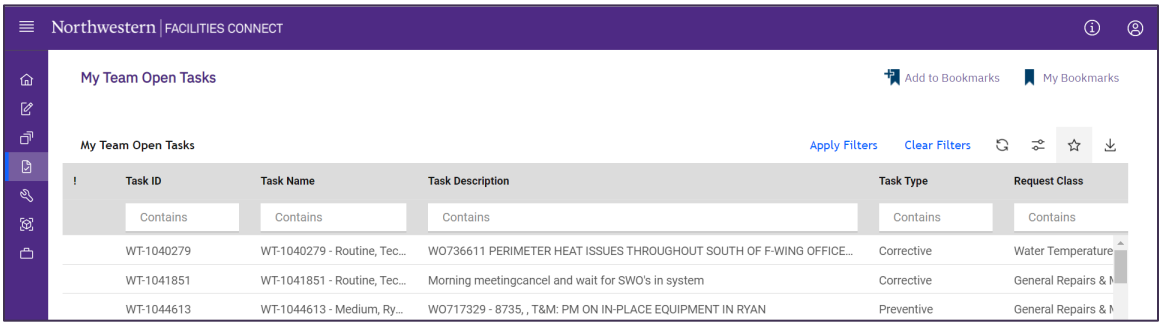
DIRECTIONS:

1 From the **Tasks screen**, in the **Reminders – Tasks** section:

1. Click on the **All Open Task** link.



2 Upon clicking, the **My Team's Open Tasks** screen will appear.



▼ INFORMATION

The list's default sort settings are by **Work Task** in ascending order (i.e. oldest first). Clicking on the **column header** changes sorting to descending order (i.e. newest first). Clicking the **column header** a second time returns to the default setting. Click any column header to change the sort order by column.

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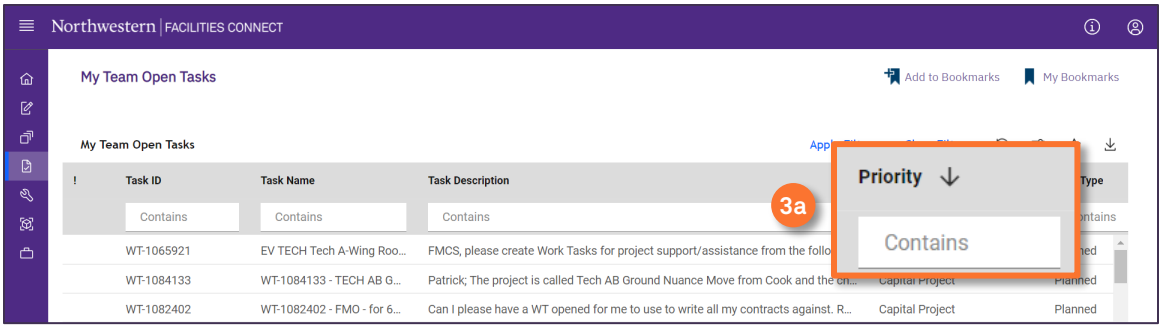
DIRECTIONS:

3 In **My Team's Open Tasks**:

3a Click on the **Priority** column headers to sort by **Priority Level**. Click **TWICE** to bring all Urgent Tasks to the top.

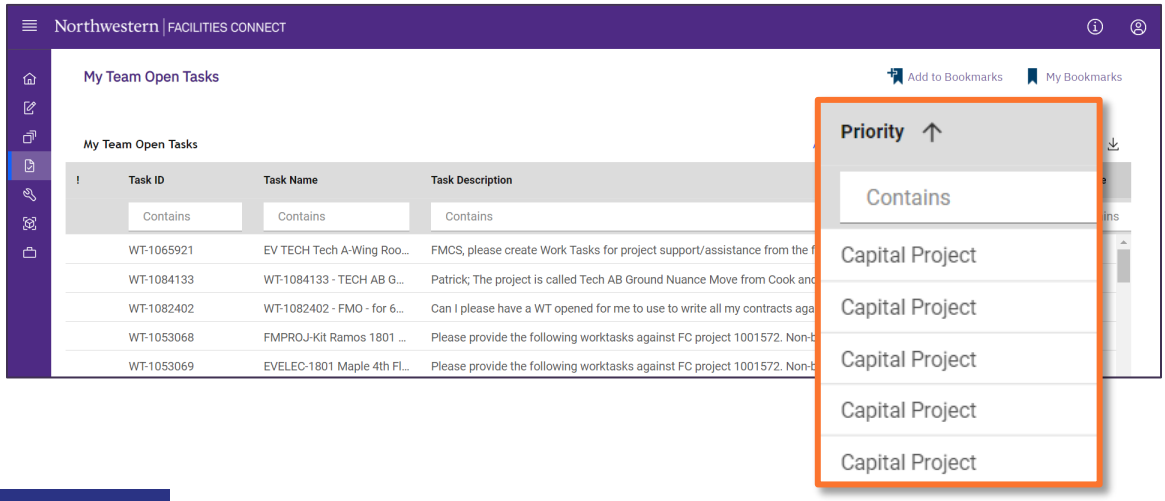


▼ TIP & TRICKS

Use the sorting and searching features to locate the **Work Tasks** you wish to view.

Layering filters will only search within the parameters of the previous results. Use the **Clear Filters** button before conducting new searches.

4 Upon clicking, the sort order will change. Putting the highest priority **Work Tasks** within your **Workgroup** to the top.



▼ TIP & TRICKS

To search for a specific Priority Level e.g. Emergency, Urgent, High, etc. enter the keyword into the search bar under the column header.

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