



SUPERVISOR

IDENTIFYING WHO ASSIGNED A RESOURCE

Provides guidance to supervisors on how to see who has assigned Resources to 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.

- 1 From the **Work Task**:
 - 1 Click on the **Resources** tab on the top banner

Work Task: WT-1530953-WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm - School - Microsoft Edge

https://northwestern.tririga.io/WebProcess.srv?objectId=750000&actionId=750011&propertyId=208133&projectId=1&specClassType=29&specId=164032803&specTypeId=10008284&action=Edit&managerType=query&altGuiListId=-1

Work Task: WT-1530953-WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm

General Work Task Info Job Cost Work Task Resources Notifications Notes & Documents Calendar Details Audit Actions

(Required): Use this tab to enter, review, or change basic information about the task.

General

Task ID WT-1530953 Status Completed

Task Name * WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm Assignment Status Completed

Description We have an event this coming Monday 06/01 that will run late, so we were wondering if it'd be possible to leave the AC/HVAC system running until 10pm instead of 9pm. Best.

Task ReIssue Reason Keep Task Open ☐

Currency * US Dollars

Accept Start Work Stop Work

- 2 In the **Resources** section, you can see when the Resource was assigned by date and time under the **Assigned Date/Time** tab.

Resources

Find Assets

Find People

Find Locations

Find

Dependency Associated to Current Record

☐	!	Name		Percent Allocated	Mobile Status	Mobile Complete Date/Time
		Contains			Contains	After
☐		Kestler, Joseph	Assigned Date/Time	100 percent	Completed	06/01/2026 15:44:51
☐		Rogosich, John	After	100 percent		
			05/28/2026 13:36:08			
			05/28/2026 13:36:19			

Items per page: 8 1 - 2 of 2



SUPERVISOR

IDENTIFYING WHO ASSIGNED A RESOURCE

DIRECTIONS:

3

To see who assigned the Resource:

3 Click on the blue Resource's name, located under the Resources tab, to open the Resource's details

Work Task: WT-1530953-WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm - School - Microsoft Edge

https://northwestern.triga.io/WebProcess.srv?objectId=750000&actionId=750011&propertyId=208133&projectId=1&specClassType=29&specId=16...

Work Task: WT-1530953-WT-1530... ☆ 🖨️ ⓘ Close Re-Open Save Save & Close More ▾ ×

< General Work Task Info Job Cost Work Details **Resources** Procedures Notifications > ▾

(Optional): Use this tab to enter, review, or change resource assignments for the selected task.

▼ Resour... Find Assets Find People Find Locations Find Organization Time Entry

Dependency Associated to ... ↺ ⬇️ 🔍 Apply Filters ⚙️

☐	!	Name	Assigned Date/Time	Percent Allocated	Mobile Status
☐		Kestler, Joseph	05/28/2026 13:36:08	100 percent	Completed
☐		Rogosich, John	05/28/2026 13:36:19	100 percent	

Items per page: 8 ▾ 1 - 2 of 2 items 1 ▾ of 1 pages ⏪ ⏩

4

Click **System** tab

Resource: WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm-1733297 - School - Microsoft Edge

https://northwestern-sup.triga.io/WebProcess.srv?objectId=750000&actionId=750011&propertyId=208133&projectId=1&specClassType=20620&sp...

Resource: WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10... 🖨️ ⓘ Save Save & Close More ▾ ×

General **System**

(Required) Input the Resource Details.

▼ Linked Record

Linked... [WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm](#) Linked Business... Work Task

▼ General

ID 1733297 Status Active

Name Kestler, Joseph

Description



SUPERVISOR

IDENTIFYING WHO ASSIGNED A RESOURCE

DIRECTIONS:

5 The “Modified By” field indicates who assigned the Resource.

Resource: WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm-1733297 - School - Microsoft Edge

https://northwestern-sup.tringa.io/WebProcess.srv?objectId=750000&actionId=750011&propertyId=208133&projectId=1&specClassType=20620&sp...

Resource: WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10... Save Save & Close More

General System

(Optional): Review the System Record Information.

RecordInformation

System Geography	\Geography\North America\USA\IL\Evanston		
System Organization	\Organizations\Workgroups\Zone 3 Engineer		
System Location			
Record Language	US English	Record Form	Resource
Business Object	Resource	Record Name	WT-1530953 - Annie May Swift, HVAC for an event on 6/1 till 10pm-1733297
Project Name		Record State	triActive
Created Date/Time	05/28/2026 13:36:08	Modified By	Kestler, Joseph - 1117357
Modified Date/Time	06/01/2026 15:45:20	Number	