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)

DIRECTIONS:

1. **From Assign Tasks:**

   1a. Locate the **Resource** you wish to view.

   1b. Tap on the **Blue (ψ)** 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.
1. 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.

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

INFORMATION
The selected Resource will appear highlighted in blue.