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.

   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.

3b 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.

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