WORK TASKS: ADD A RESOURCE

Provides guidance for adding a Resource to a Work Task through the Details Tab in FC Mobile (OTG)

GETTING STARTED

This guide begins in a selected Work Task. For more information on navigating to a Work Task refer to the View Work Task Detail job aid.

DIRECTIONS:

1. From the Details Tab, locate the Assigned Resources section.
   
   To add a resource,
   
   1. Tap the Add Resources button

   Upon tapping, the Add Resource form will open.

   The following options are available on this screen:

   2a. **Assign an Additional Resource**: use this option to add a Resource from your shop or the Supervisor of another shop to the Work Task.

   2b. **Assign Me**: use this option to add yourself to a Work Task.

   [Image showing the Add Resource form with options to add an additional resource or oneself to a task]
DIRECTIONS:

3 To assign an additional Resource to the Work Task:
   - Tap on the magnifying glass to select a Resource.

Upon tapping, the **Assign To** search form will open,

4 You can use the search bar to search by first or last name for a Resource.

5 Once you locate the correct Resource, tap on their name to select the Resource for the Work Task.
DIRECTIONS:

6. Next, add a comment about which Resource you are adding and why you are adding them.

7. Once you have completed all the required fields,
   - Tap the Done button to save the assignment.

8. Upon saving,
   - You will receive a green confirmation bar at the bottom of the screen.