

O&M SUPERVISORS

MY WORKGROUPS: VIEW UNASSIGNED WORK TASKS

Provides guidance for Supervisors to locate and view unassigned Work Tasks in FC Mobile (OTG)

▼ GETTING STARTED

This job aid begins from the **My Workgroups > Assign Tasks** screen. For more information on navigating to **My Workgroups > Unassigned Tasks** refer to the **My Workgroups: Access & Navigation** job aid.

DIRECTIONS:

1 From the Main Dashboard:

- 1 Tap the **Unassigned Tasks** button.



▼ INFORMATION

Unassigned Tasks are Work Tasks that have landed within your **Workgroup** but have not been assigned to a Resource.

2 From Assign Tasks Queue:

- 2a View **Unassigned Tasks**.
- 2b Scroll to view additional **Unassigned Tasks**.
- 2c Use the **Arrow** button to view additional pages.



▼ TIP & TRICKS

Utilize the sorting, filtering, and searching features in the **Assign Tasks Queue** to narrow your search.