O&M SUPERVISORS
MY WORKGROUPS: VIEW UNASSIGNED WORK TASKS

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

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.