O&M SUPERVISORS

MANAGE WORKGROUPS: VIEW RESOURCE POOL

Provides guidance for Supervisors to locate and view available Resources 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 My Workgroups: Access & Navigation job aid.

DIRECTIONS:

1. From Assign Tasks:


   1b. Scroll to view additional Resources.

▼ INFORMATION

The primary view of the Resource Pool will provide basic Resource information, including: Resource Name, Workgroup, Allocated Time Graph, Time Remaining, and Time Overdue Tasks.

1c. Enter a Keyword to search for a Resource.

▼ TIP & TRICKS

To help narrow the search for Resources, use keywords associated with the Resource’s: Name, Organization, Trade, or Location.