O&M SUPERVISORS

MANAGE WORKGROUPS: VIEW RESOURCE ASSIGNMENTS

Provides guidance for Supervisors to locate and view resource assignments 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**:
   - **1a** Locate the **Resource** you wish to view.
   - **1b** Tap on the Blue (ψ) arrow icon to view assigned work tasks.

2. Upon tapping, a list of **Work Tasks** assigned to the **Resource** will appear.
   - **2** View assigned **Work Tasks**.

**INFORMATION**

To view **Work Task** details, tap on the blue, underlined link displaying **Work Task #** (e.g. #WT-1028428)

*Note: This link will be grayed out if you are not assigned to the work task and the work task does not belong to your workgroup.*