O&M SUPERVISORS

MANAGE WORKGROUPS: ASSIGN WORK TASKS TO RESOURCE(S)

Provides guidance for Supervisors to assign Work Tasks to one or more 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:
   1a. Tap the Work Task(s) you wish to assign.
   1b. Tap the Resource(s) you wish to assign.
   1c. Tap the Assign Task button.

2. Upon tapping, the Assign Task pop-up window will appear:
   2b. Tap the Assign button to finalize assignment of Resource(s) to Work Task(s).