



Provides guidance for managing your Workgroup's unassigned Work Tasks in FC Desktop.

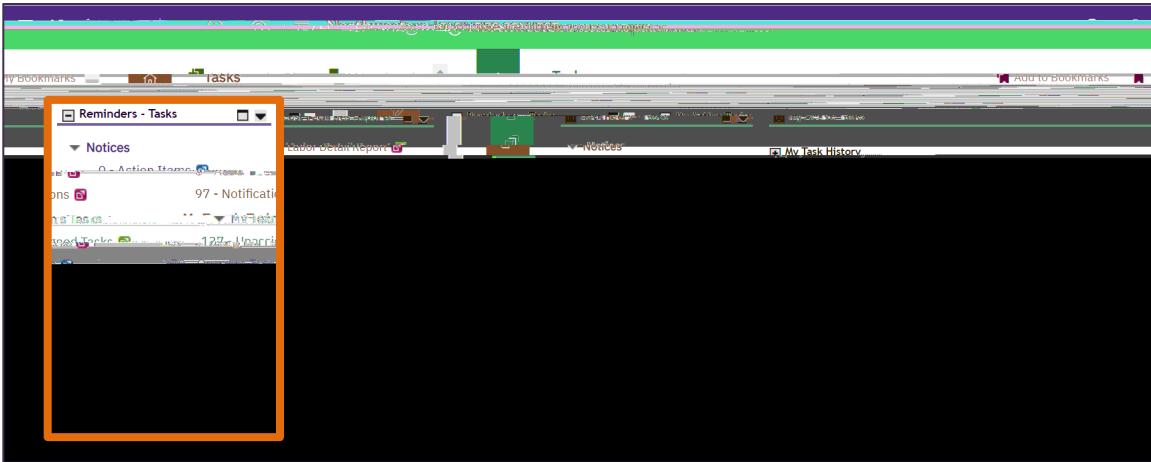
GETTING STARTED

This job aid begins on the **Tasks** screen. For more information on navigating to the **Tasks** screen, please refer to the **Supervisor: Tasks Screen** job guide.

DIRECTIONS:

1 From the **Tasks** screen, in the **Reminders – Tasks** section:

1 Click on the **Unassigned Task** link.



2 Upon clicking, the **My Team Unassigned Tasks** screen will appear.

INFORMATION

The list's default sort settings are by **Work Task** in ascending order (i.e. oldest first). Clicking on the **column header** changes sorting to descending order (i.e. newest first). Clicking the **column header** a second time returns to the default setting. Click any column header to change the sort order by column.



SUPERVISOR: MANAGING MY ORGANIZATION'S UNASSIGNED TASKS

DIRECTIONS:

3

In My Team Unassigned Tasks:

Click on the **Priority** column headers to sort by **Priority Level**.

