



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 () 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.