



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.

The screenshot shows the 'Assign Tasks' screen with a list of resources. The resource 'Campos, CJ' is highlighted with a red box, and a blue arrow icon is visible next to it. The screen also shows a search bar, a date selector (March 18, 2020 Wednesday), and a table of assigned 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.

The screenshot shows the 'Assign Tasks' screen with a list of assigned work tasks for the resource 'Campos, CJ'. A red box highlights the list of work tasks, which includes details such as the task number, description, location, and status. The screen also shows a search bar, a date selector (March 17, 2020 Tuesday), and a table of assigned tasks.