



SUPERVISOR

MANAGING MY ORGANIZATION'S UNASSIGNED TASKS

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

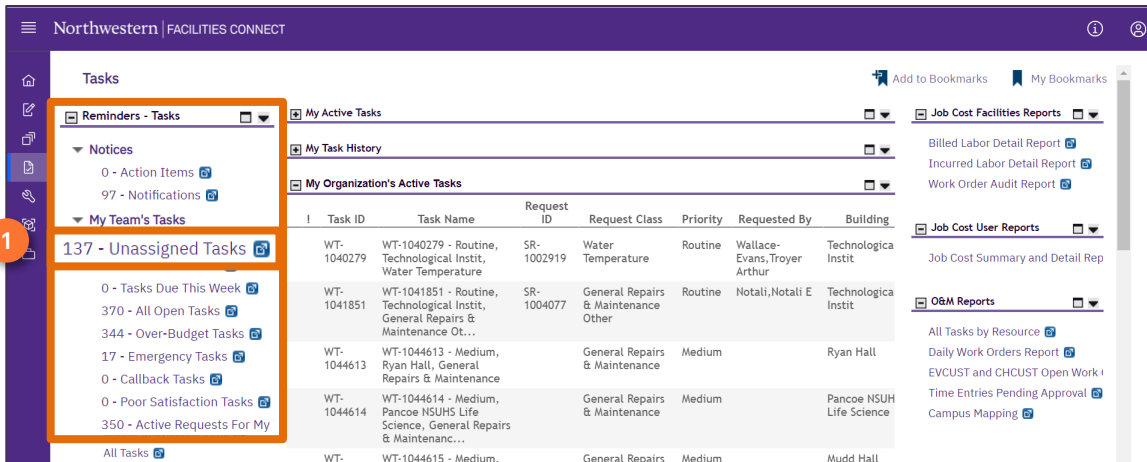
▼ GETTING STARTED

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.

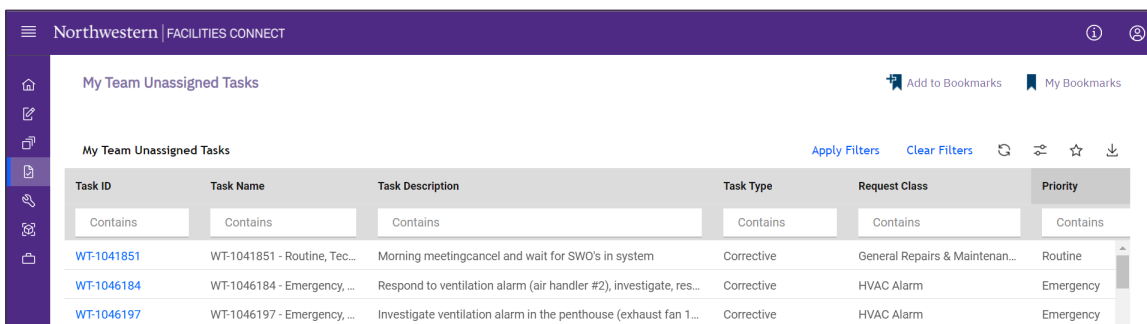
DIRECTIONS:

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.

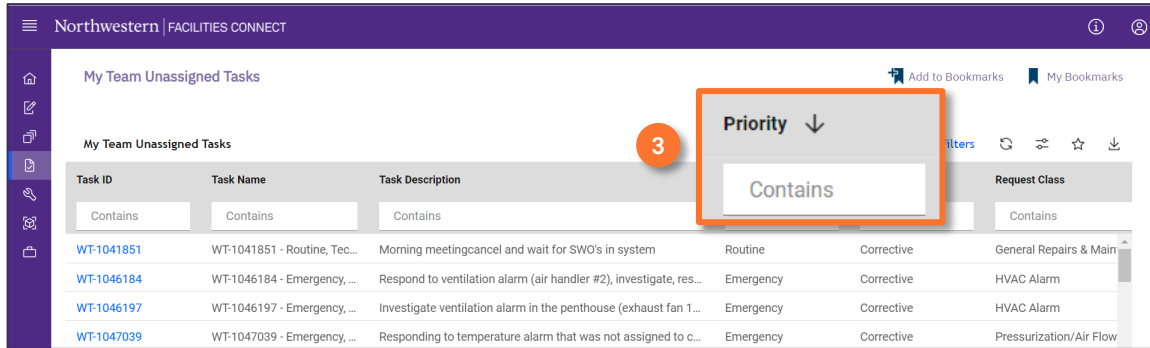


SUPERVISOR: MANAGING MY ORGANIZATION'S UNASSIGNED TASKS

DIRECTIONS:

3 In **My Team Unassigned Tasks**:

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

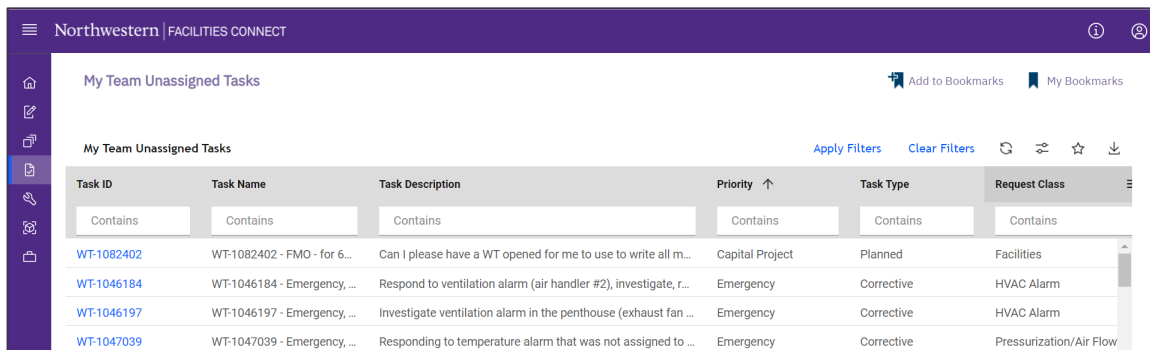


▼ TIP & TRICKS

Use the sorting and searching features to locate the **Work Tasks** you wish to view.

Layering filters will only search within the parameters of the previous results. Use the **Clear Filters** button before conducting new searches.

4 Upon clicking, the sort order will change. Putting the highest priority **Unassigned Work Tasks** within your **Workgroup** to the top.



▼ TIP & TRICKS

To search for a specific Priority Level (e.g. Emergency, Urgent, High) enter the keyword into the search bar under the column header.

▼ INFORMATION

Please refer to the job aid **Supervisors: Assign Resources to Work Task** for the next step of the assignment process.