



O&M SUPERVISORS

# MANAGE WORKGROUPS: VIEW RESOURCE ASSIGNMENTS

Provides guidance for Supervisors to locate and view resource assignments in FC Mobile (OTG)

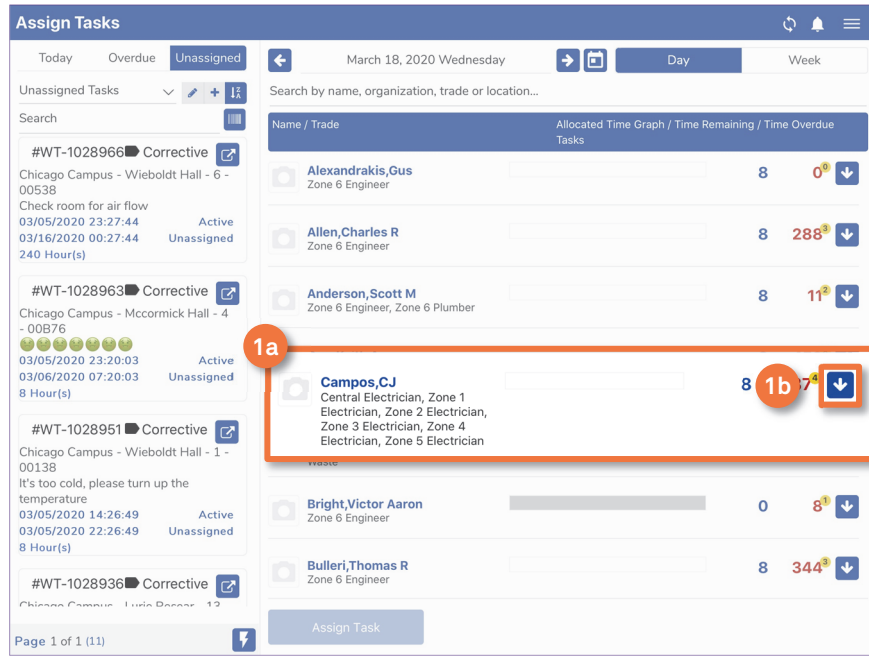
### ▼ GETTING STARTED

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.**

