



# MANAGE WORKGROUPS: REASSIGN A WORK TASK

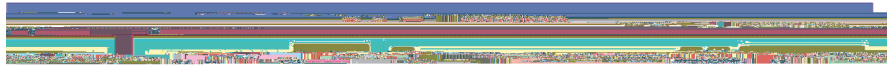
Provides guidance for Supervisors to reassign Work Tasks to a new resource in FC Mobile (OTG)

## ▼ GETTING STARTED

This job aid begins from the **MANAGE WORKGROUPS** screen. For more information on navigating to **MANAGE WORKGROUPS**, refer to **MANAGE WORKGROUPS: NAVIGATE TO MANAGE WORKGROUPS** job aid.

## DIRECTION :

**1** From **MANAGE WORKGROUPS** :



**1** Locate the **Resource** you wish to view.

**1** Tap on the **Expand** (↓) arrow icon to view assigned work tasks assigned to the chosen **Resource**.



**2** Upon tapping, a list of the assigned work tasks to the **Resource** will appear.



**2** Locate the specific **Work Task** which you wish to **Reassign** to a new resource.

**2** Tap on the **Reassign** button.



## DIRECTION :

3 Upon tapping, the Reassignment window will appear.

3 From the Reassignment list tap on the Reassignment to whom you wish to Reassign the work task.

**▼ INFORMATION**

The selected Reassignment will appear highlighted in blue.

3 Tap on the Reassign button to confirm the new assignment.

