SUPERVISOR

MANAGING MY ORGANIZATION'S ACTIVE TASKS

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

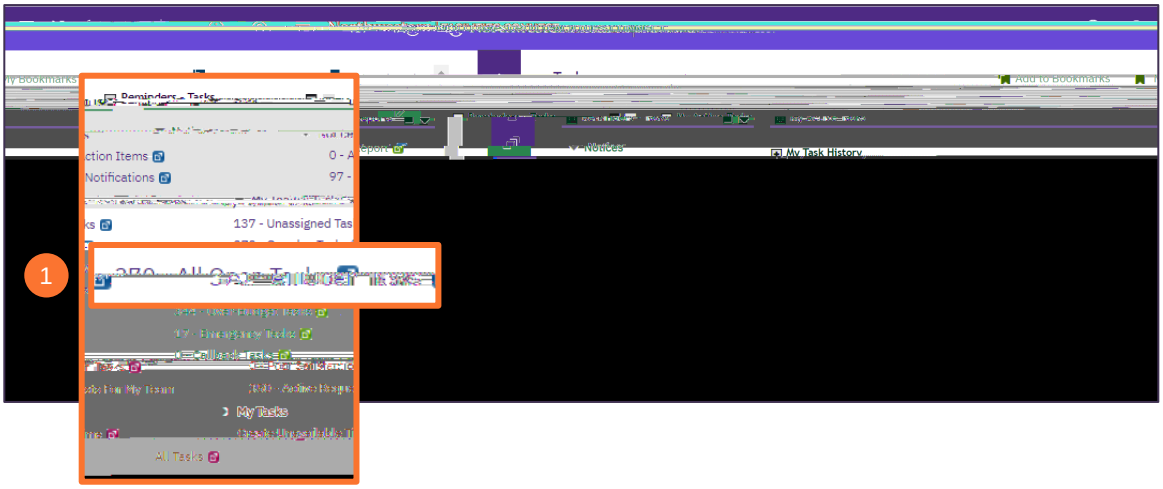
GETTING STARTED

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.

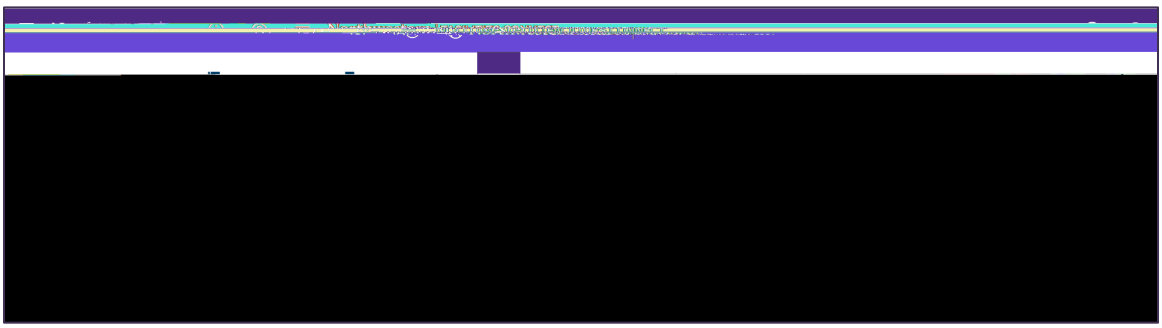
DIRECTIONS:

1 From the Tasks screen, in the Reminders – Tasks section:

1. Click on the All Open Task link.



2 Upon clicking, the My Team's Open 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.

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