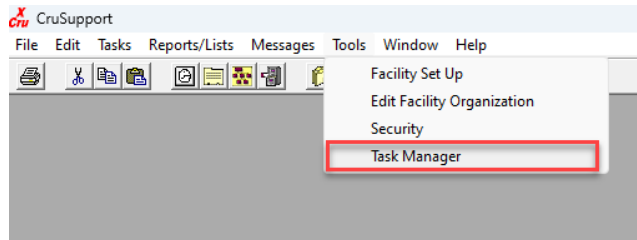


How to Migrate a Task in CruSupport

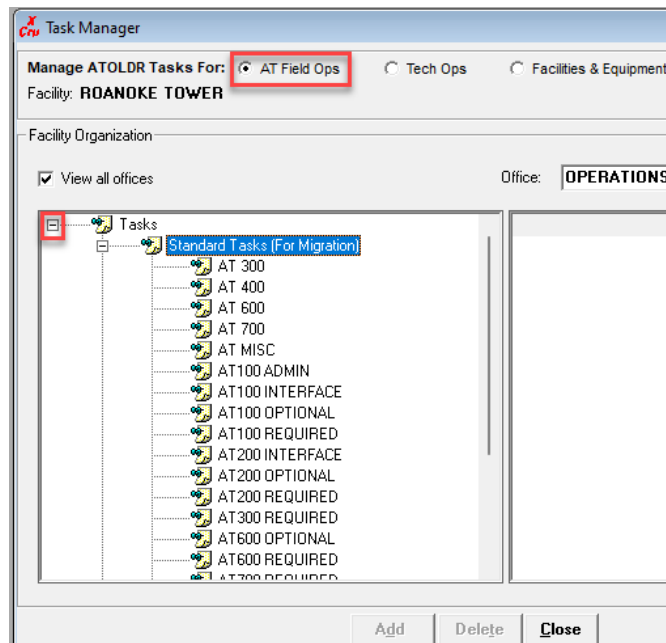
*** You must have Administrative Officer (AO) rights in CruSupport to perform the following steps ***

Migrating tasks in CruSupport will populate tasks in the LDR pull-down choices for administrative staff and will also populate pull-choices in Other Duties in ART for operational staff.

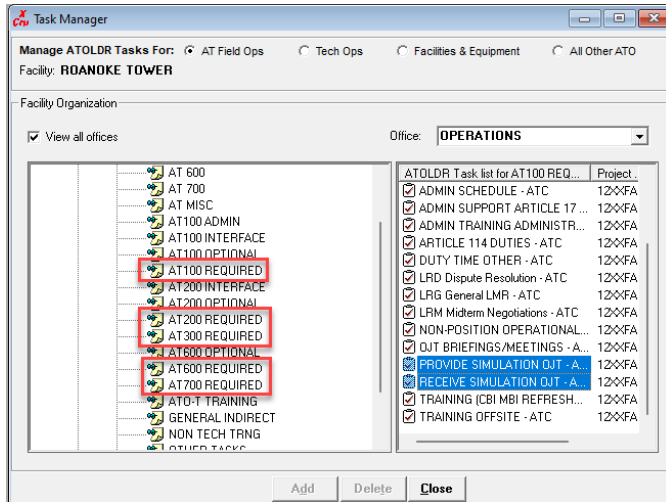
➤ In CruSupport go to **Tools > Task Manager**



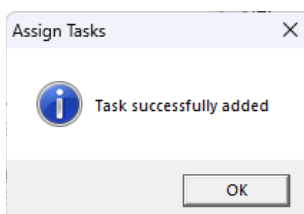
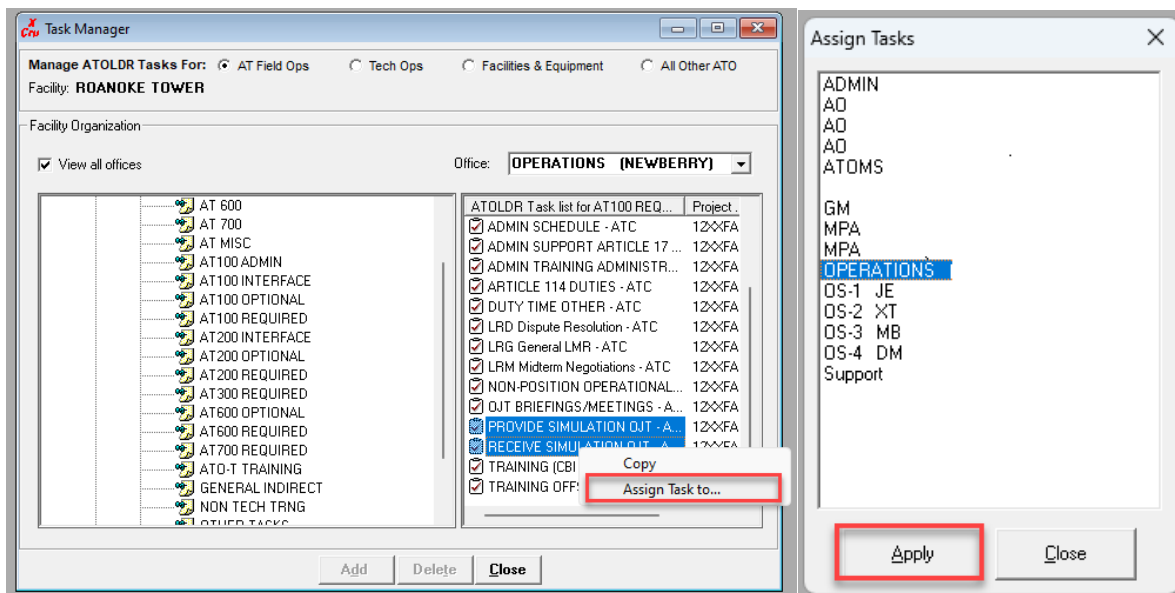
➤ Click the **AT Field Ops**, select the plus (+) to the left of **Tasks**, then select **Standard Task (For Migration)**



- Select the appropriate task folder that is applicable for the personnel at your facility, e.g. AT100 = ATC



- On the right-hand side of the screen, scroll and select PROVIDE SIMULATION OJT & RECEIVE SIMULATION OJT (hold down control key to select multiple tasks)
- Right click the tasks and select **Assign Task to...**
- Select the appropriate offices to assign the task and select **Apply**
- A confirmation message will appear, select **OK**



- For questions or concerns, contact the **Cru-X Helpdesk 9-AWA-ATOIT-NSOC@faa.gov**