## 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

💑 Task Manager				
Manage ATOLDR Tasks For: ( AT Field Ops Facility: ROANOKE TOWER	C Tech Ops	C Facilities & Equipment C All Oth	er ATO	
- Facility Organization				
View all offices		Office: OPERATIONS	•	
		ATOLDR Task int for AT100 REQ F ADMIN SCHEDULE - ATC ADMIN SCHEDULE - ATC ADMIN SUPPORT ARTICLE 17 1 ADMIN TRAINING ADMINISTR 1 ADMIN TRAINING ADMINISTR 1 DUTY TIME OTHER - ATC 1 DUTY TIME OTHER - ATC 1 DLRM Middem Negotations - ATC 1 DLRM Night - ATC - AT	hoject. 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA 200FA	
Add Delete <b>Close</b>				

- 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**

Cru Task Manager	Assign Tasks X
Manage ATOLDR Tasks For: <ul> <li>AT Field Ops</li> <li>Tech Ops</li> <li>Facility:</li> <li>ROANOKE TOWER</li> </ul> <ul> <li>Facility:</li> <li>ROANOKE TOWER</li> <li>Facility:</li> <li>Facility:</li> <li>Facility:</li> <li>Generation</li> <li>View all offices</li> <li>Office:</li> <li>OPERATIONS (NEWBERRY)</li> </ul> <ul> <li>AT 600</li> <li>ATOLDE Task list for ATION ED.</li> <li>Projection</li> </ul>	
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Add Delete <b>Close</b>	
Assign Tasks X	
Task successfully added	
ОК	

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