

O&M TECHNICIANS & SUPERVISORS

ASSETS: LOCATE AND SEARCH ALL ASSETS

Provides guidance on how to locate and search the Assets in FC Mobile (OTG)

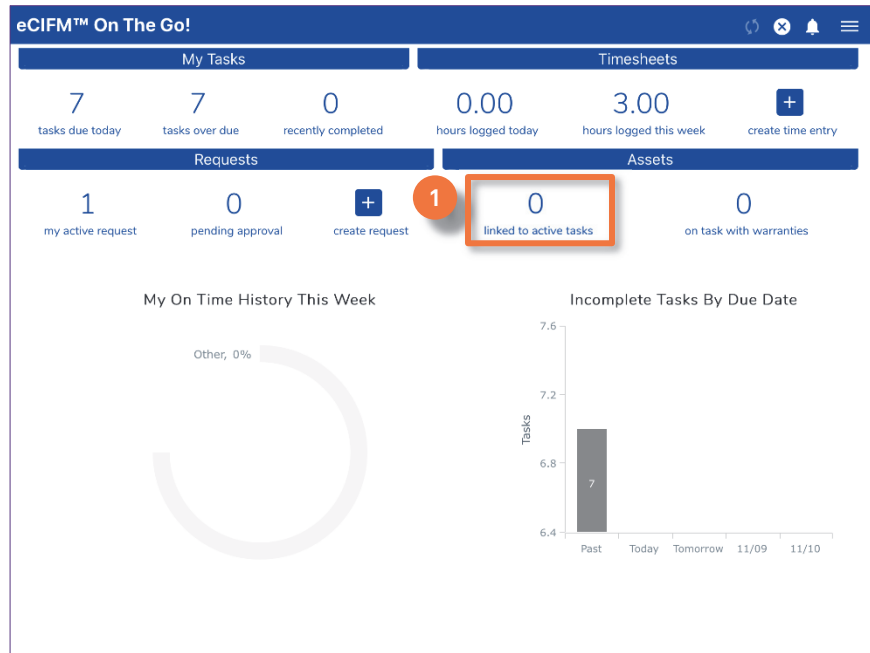
▼ GETTING STARTED

This guide begins from the **My Dashboard** screen. For more information on logging into FC Mobile (OTG) refer to the **Access + Navigation: FC Mobile (OTG)** job aid.

DIRECTIONS:

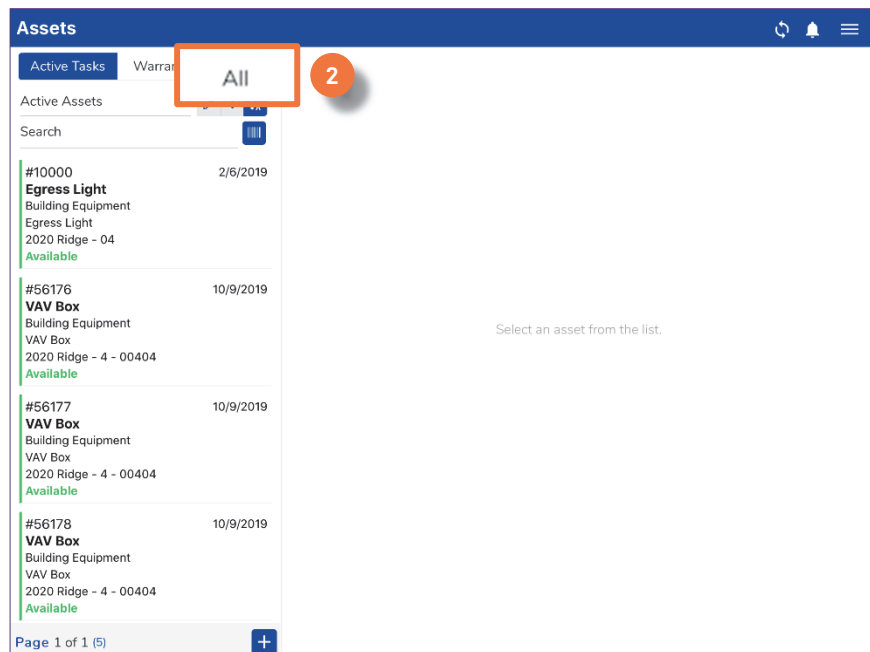
1 Begin on **My Dashboard** and locate the **Assets** section:

1 Tap on **Linked to Active Tasks**



2 Upon clicking, the **Assets** screen will open.

2 Tap on the **All** tab

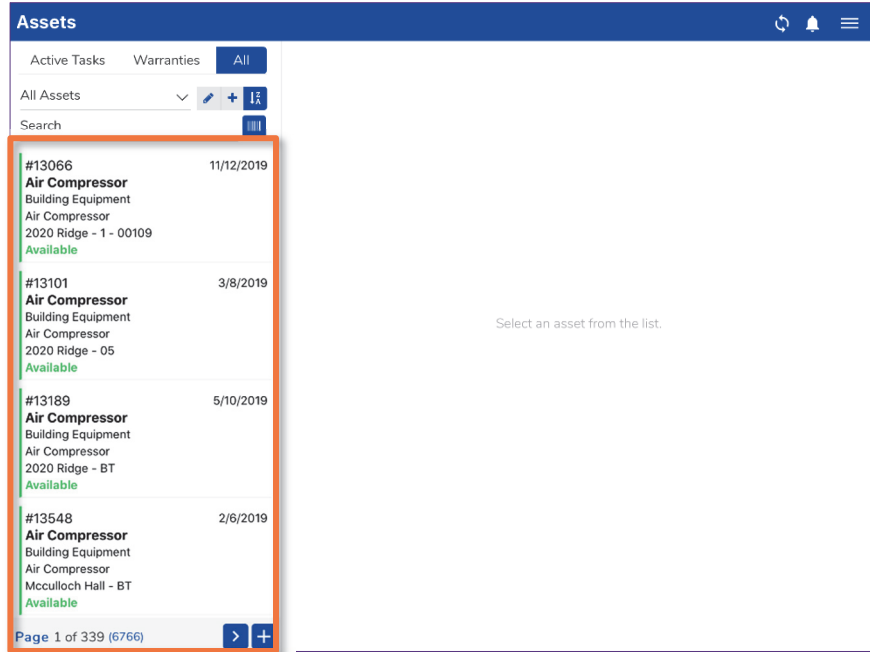


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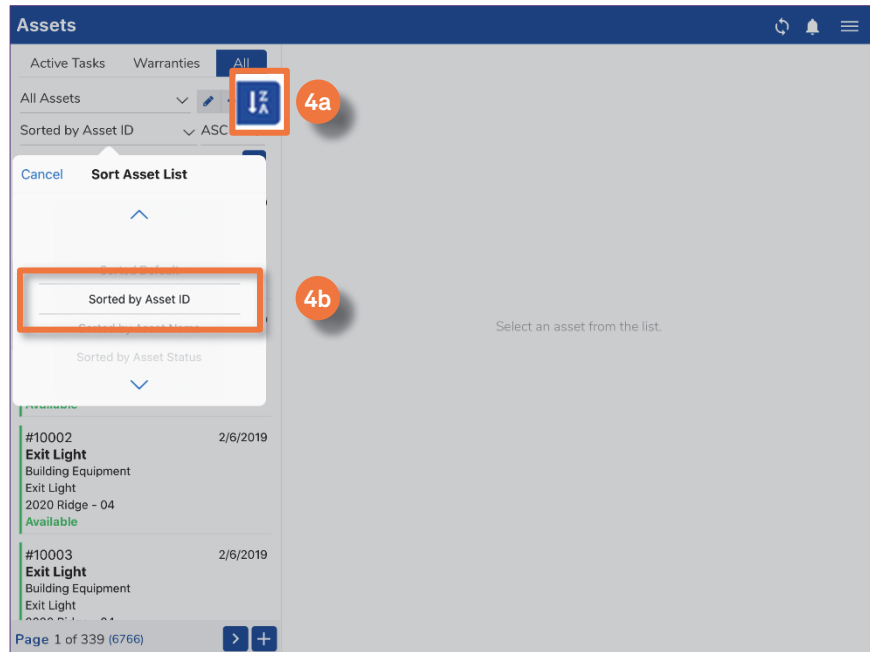
3 The **All Assets** queue will show all assets in the Facilities Connect.



4 To sort the **All Assets** queue:

4a Tap on the **Sort** button.

4b Scroll through the **Sort** options and select the **Filter** that best matches your criteria.

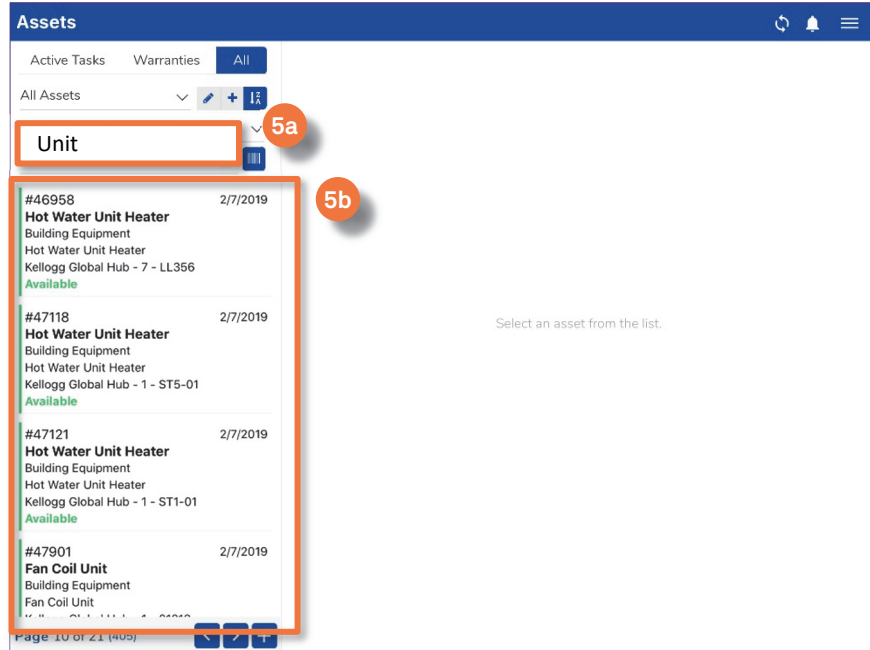


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DIRECTIONS:

- 5 To search the **All Assets** queue:
 - 5a Tap on the Search Bar and enter **keyword(s)**.
 - 5b The results will appear in the queue below.



- 6 To view **Asset Detail**:
 - 6 Tap on a specific **Asset** to view the Details

