

O&M TECHNICIANS & SUPERVISORS

WORK TASKS: VIEW ON HOLD WORK TASKS

Provides guidance on how to locate Work Tasks that have been placed On Hold on FC Mobile (OTG)

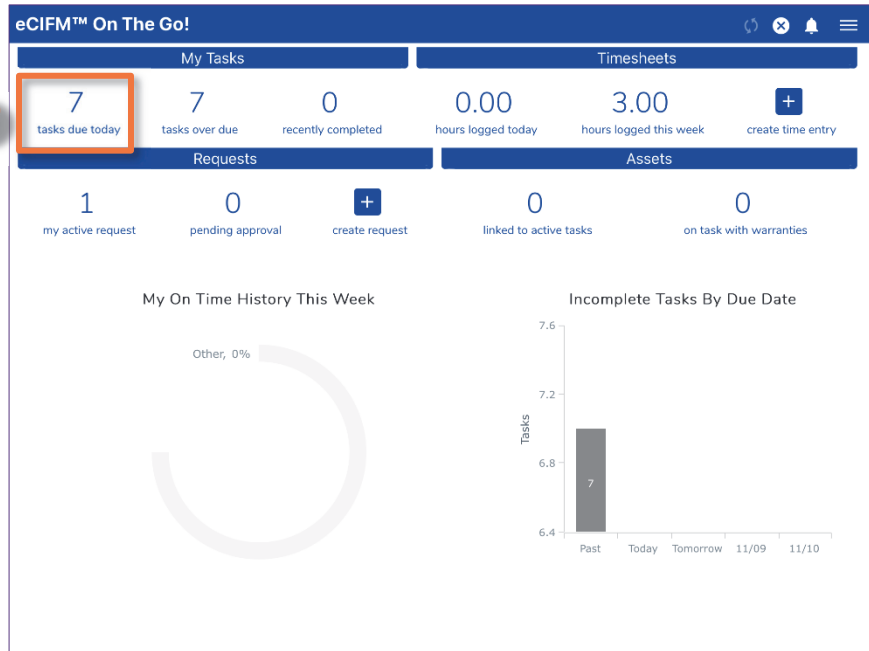
▼ GETTING STARTED

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:

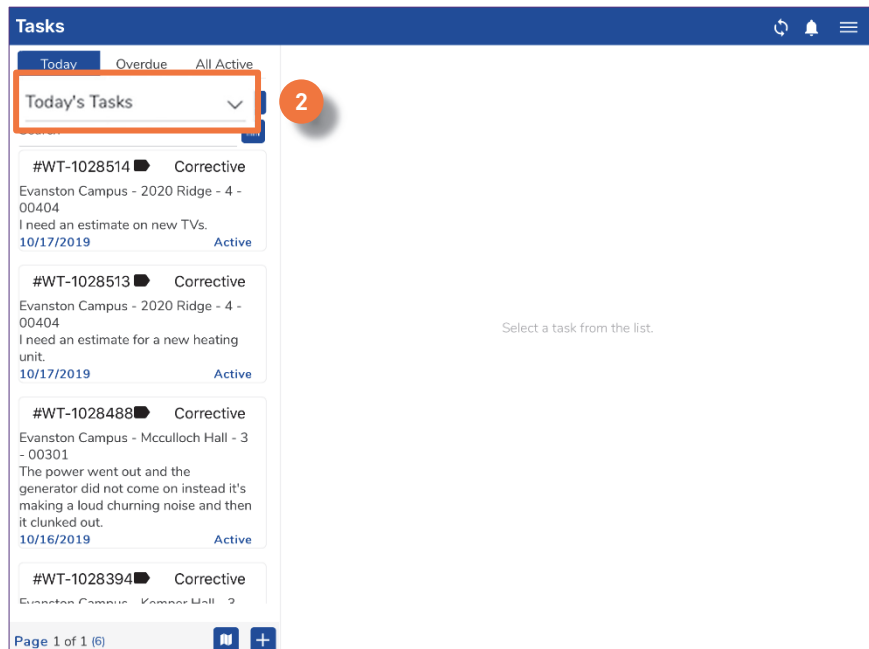
1 From My Dashboard:

1a Tap on **Tasks Due Today**



2 Upon tapping, the **Tasks** screen will appear. On the left side of the screen will be the **Task Queue**. It will default to **Today's Tasks**.

2 Tap on the **Task Filter** drop down menu



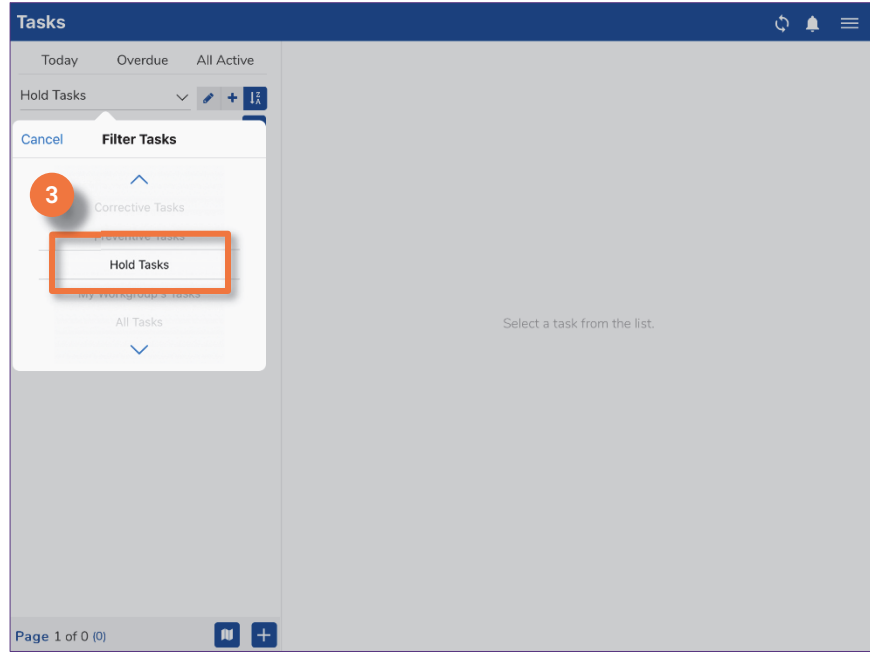
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DIRECTIONS:

3 Scroll through the available **Work Task Filter** options:

3 Select the **Hold Tasks** option.



4 Upon selecting the filter, the **Hold Tasks Queue** will appear on the left side of the screen:

4 Tap on the desired **Hold Task** to view the **Work Task Detail**

