

O&M TECHNICIANS & SUPERVISORS

WORK TASKS: VIEW WORK TASK DETAIL

Provides guidance for locating Work Task Details in FC Mobile (OTG)

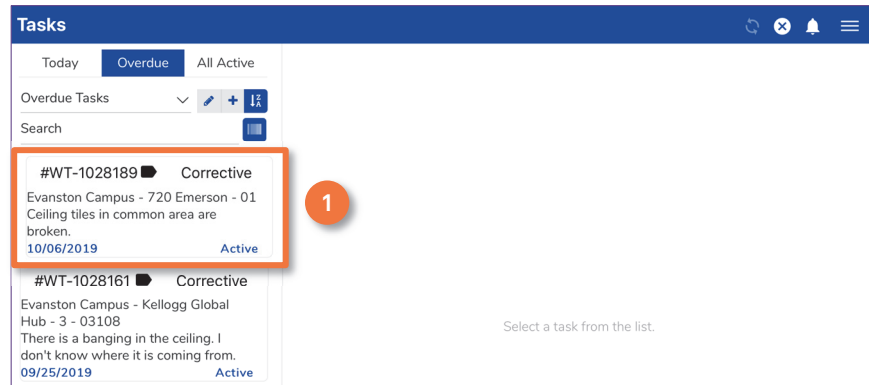
▼ GETTING STARTED

This guide begins from the **Tasks** screen. For more information on accessing **Tasks** refer to the **View and Search My Tasks** job aid.

DIRECTIONS:

1 From the **Tasks** screen, use the **Task Queue** to locate a desired Work Task.

1 To view, tap on the **Work Task** record



2 Upon tapping, the **Work Task** will open on the right side of the screen, and will to the **Work Task Detail** tab.

The following information and options are immediately available on this screen:

2a Task information (e.g. **Location, Status, Priority, Task Type, Request Class**, etc.)

2b **Edit Location** button – tap to edit location information

2c **Map View** displaying work task location on campus

2d **View Floor Plan** of work task location – tap to enlarge detail

2e **Assigned Resources** responsible for the work task

2f **Add/Remove Resources** button – tap to add or remove resources for the work task

