

### O&M TECHNICIANS & SUPERVISORS

# WORK TASKS: ADD A RESOURCE

Provides guidance for adding a Resource to a Work Task through the Details Tab in FC Mobile (OTG)

#### ▼ GETTING STARTED

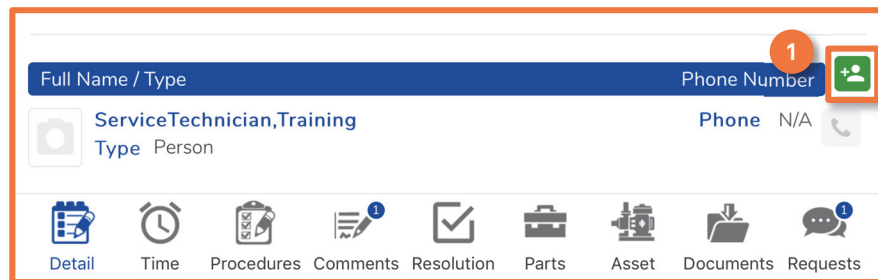
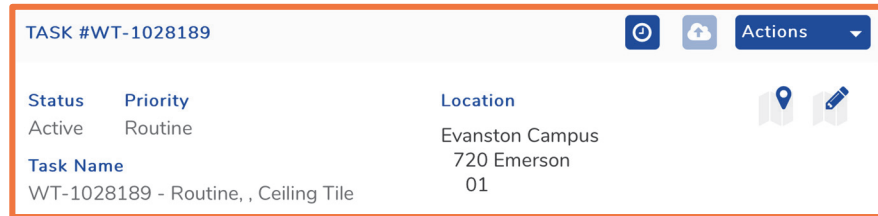
This guide begins in a selected **Work Task**. For more information on navigating to a **Work Task** refer to the **View Work Task Detail** job aid.

#### DIRECTIONS:

**1** From the **Details Tab**, locate the Assigned Resources section.

To add a resource,

**1** Tap the **Add Resources** button

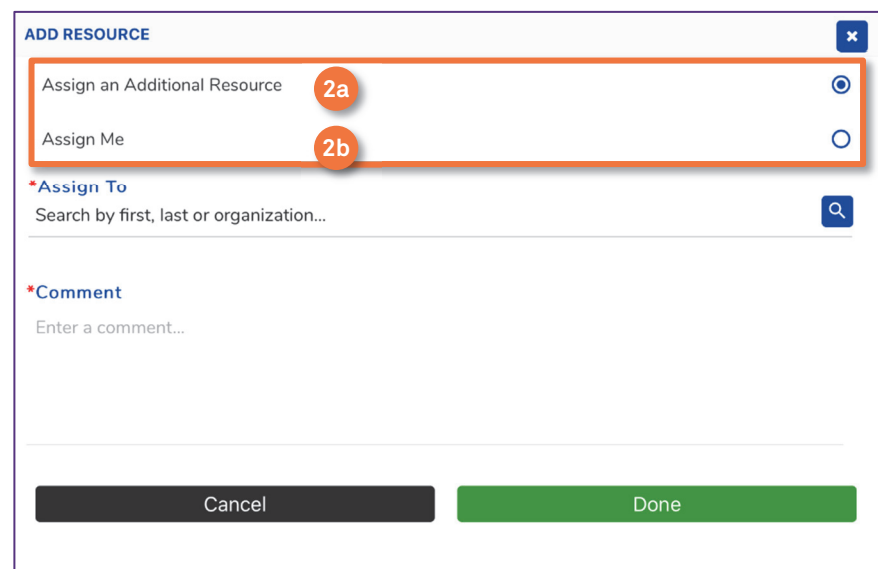


**2** Upon tapping, the **Add Resource** form will open.

The following options are available on this screen:

**2a** **Assign an Additional Resource:** use this option to add a Resource from your shop or the Supervisor of another shop to the Work Task.

**2b** **Assign Me:** use this option to add yourself to a Work Task.



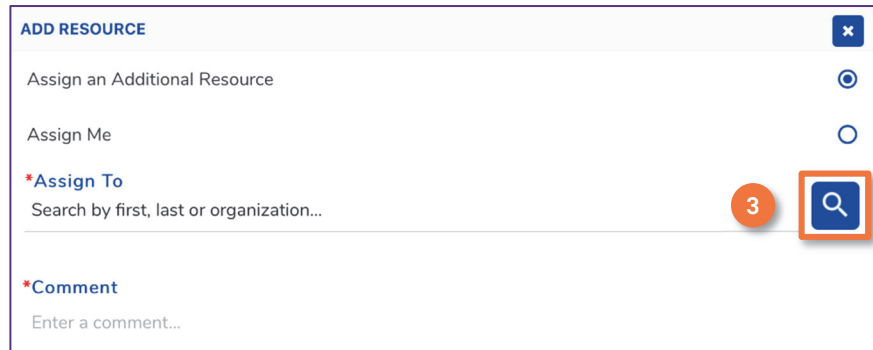
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### DIRECTIONS:

**3** To assign an additional Resource to the Work Task:

**3** Tap on the magnifying glass to select a Resource.



**ADD RESOURCE**

Assign an Additional Resource

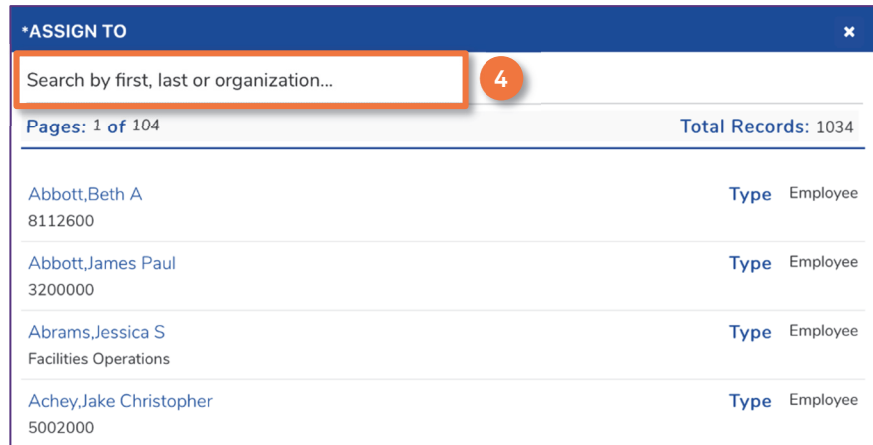
Assign Me

**\*Assign To**  
Search by first, last or organization...

**\*Comment**  
Enter a comment...

**4** Upon tapping, the **Assign To** search form will open,

**4** You can use the **search bar** to search by first or last name for a Resource.



**\*ASSIGN TO**

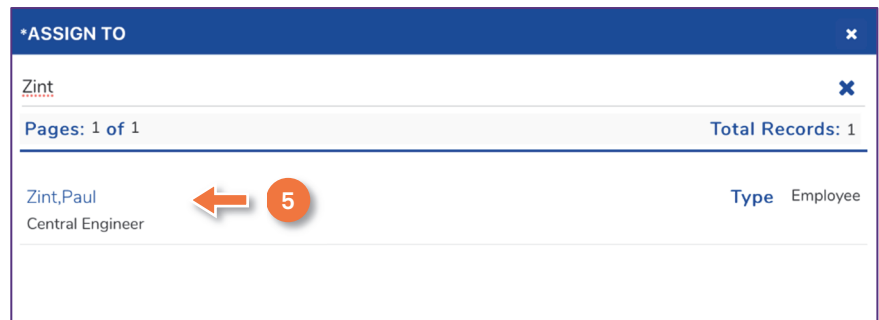
Search by first, last or organization...

Pages: 1 of 104 Total Records: 1034

Abbott, Beth A 8112600	Type Employee
Abbott, James Paul 3200000	Type Employee
Abrams, Jessica S Facilities Operations	Type Employee
Achey, Jake Christopher 5002000	Type Employee

**5** Once you locate the correct Resource,

**5** Tap on their name to select the Resource for the Work Task.



**\*ASSIGN TO**

Zint

Pages: 1 of 1 Total Records: 1

Zint, Paul Central Engineer	Type Employee
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#### DIRECTIONS:

**6** Next, add a **comment** about which Resource you are adding and why you are adding them.

**7** Once you have completed all the required fields,

**7** Tap the **Done** button to save the assignment.

**8** Upon saving,

**8a** You will receive a green confirmation bar at the bottom of the screen.

**8b** Your new Resource will appear in the Resource List.