

## O&amp;M SUPERVISORS

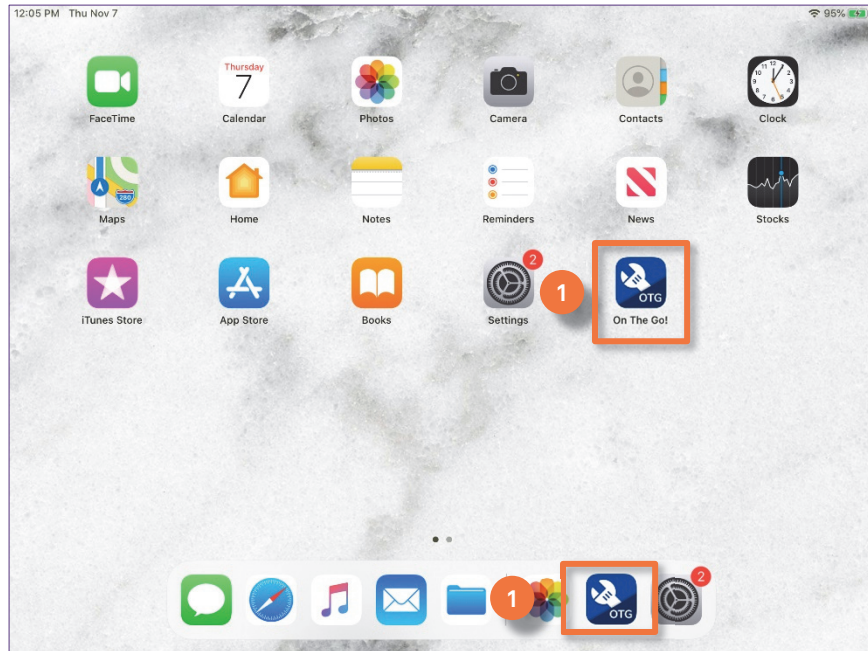
**MY WORKGROUPS: ACCESS + NAVIGATION**

Provides guidance on navigating the My Workgroups section in On The Go (OTG) for the Supervisor role.

**DIRECTIONS:****1**

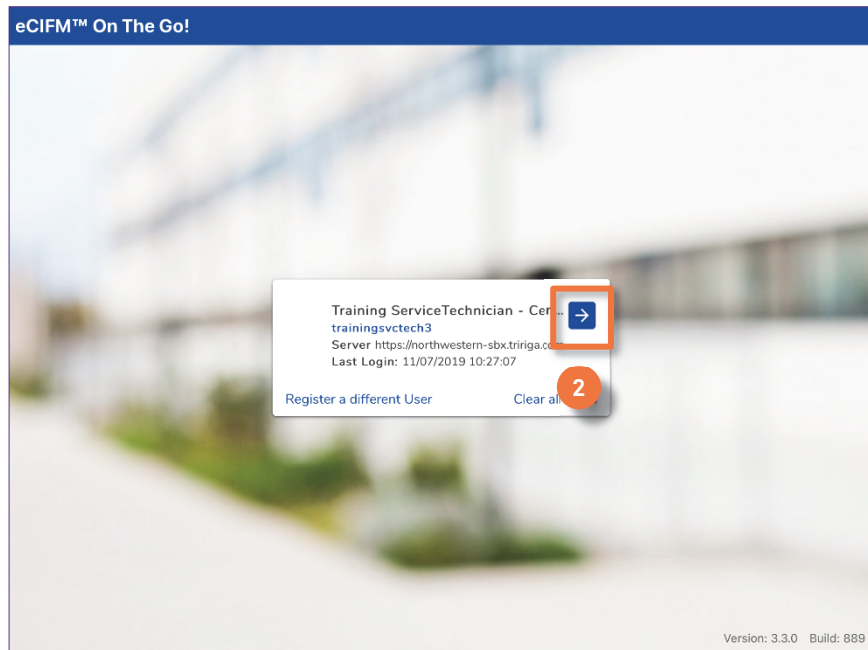
From your iPad Home screen:

- 1 Tap the On the Go! (OTG) icon.

**2**

Upon tapping, the **On the Go! Login** screen will open:

- 2 Tap the user profile you wish to log in to.



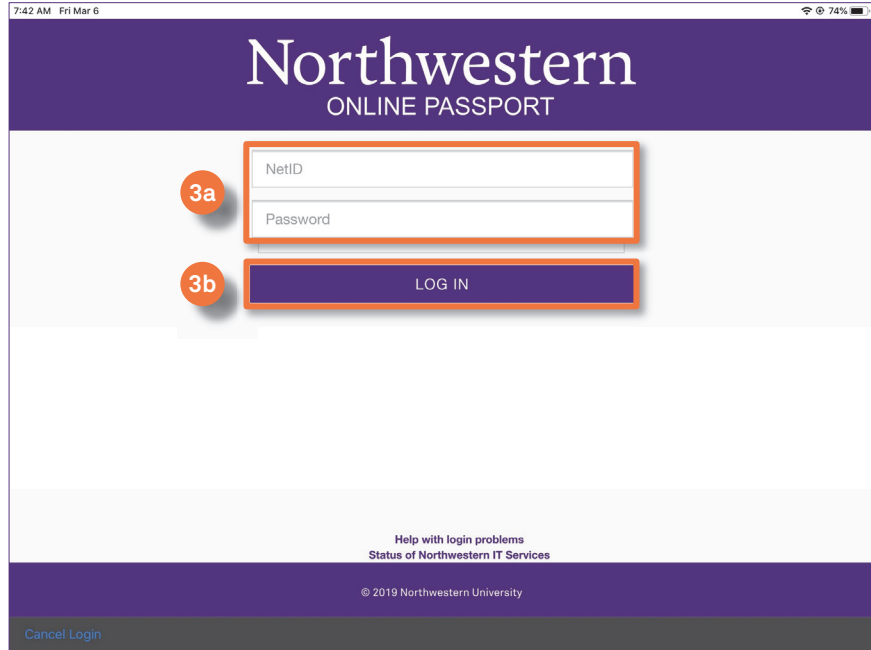
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## MY WORKGROUPS: ACCESS + NAVIGATION

#### DIRECTIONS:

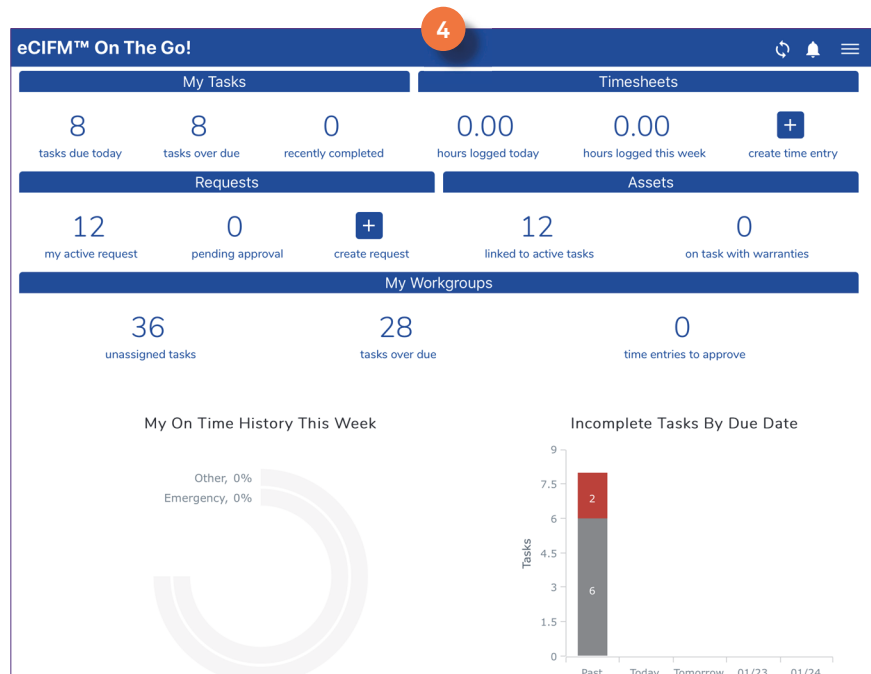
**3** Upon tapping, the screen will change to the **Northwestern Online Passport**:

- 3a** Enter your **NetID** and **Password**.
- 3b** Tap the **LOG IN** button.



**4** Upon entering your PIN or password you will be taken to the **Main Dashboard**.

- 4** View **My Dashboard**.



#### ▼ INFORMATION

The default screen when logging into OTG is **My Dashboard**.

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# MY WORKGROUPS: ACCESS + NAVIGATION

**DIRECTIONS:**

**5** From the **Main Dashboard** you can access the primary sections of OTG:

**5a** My Tasks

**5b** Timesheets

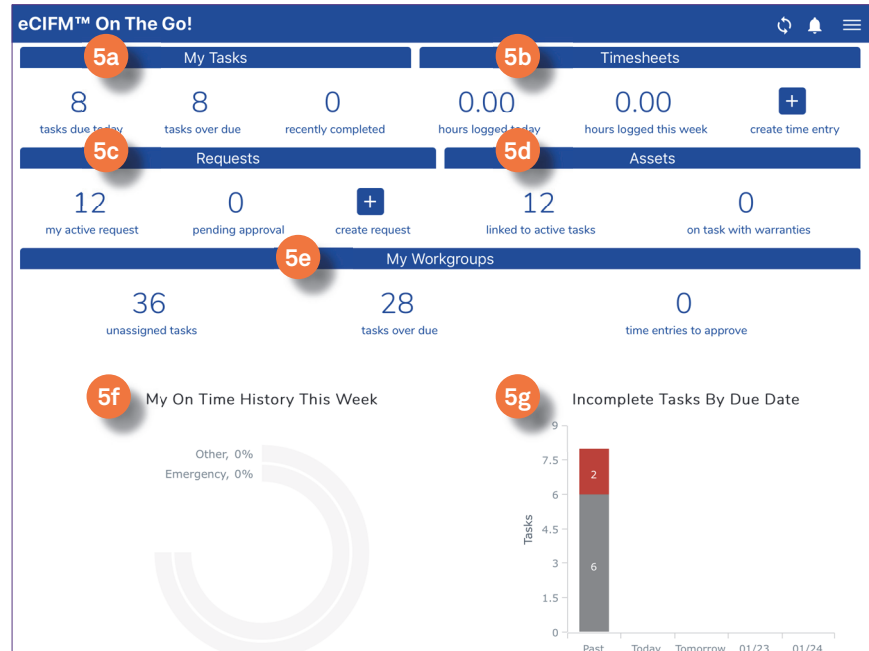
**5c** Requests

**5d** Assets

**5e** My Workgroups

**5f** My On-Time History This Week

**5g** Incomplete Tasks by Due Date



**▼ INFORMATION**

The primary sections on the **Main Dashboard** are defined below:

- ❖ **My Tasks:** access to all tasks the that have been assigned to you. Also shows overdue and completed tasks.
- ❖ **Timesheets:** view hours you have logged for the current day/week. You can also create a new Time Entry.
- ❖ **Requests:** access to all the Requests that you have submitted. You can also create a new Requests.
- ❖ **Assets:** view all assets related to assigned tasks.
- ❖ **My Workgroups:** allows you to view all tasks assigned to your workgroup, assign and reassign tasks, and approve and return time entries.
- ❖ **My On-Time History This Week:** shows the hours that you have logged in the current week.
- ❖ **Incomplete Tasks by Due Date:** a breakdown of all tasks that are overdue or incomplete.

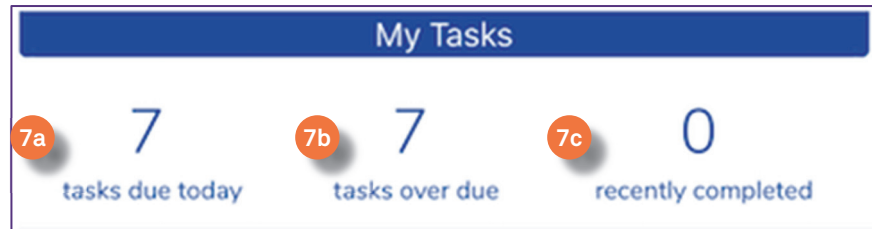
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## MY WORKGROUPS: ACCESS + NAVIGATION

#### DIRECTIONS:

**7** The **My Tasks** section on the **Main Dashboard** has three buttons:

- 7a** Tasks Due Today
- 7b** Tasks Overdue
- 7c** Recently Completed



#### ▼ INFORMATION

- ❖ **Tasks Due Today:** all tasks assigned to you that are due on the current day.
- ❖ **Tasks Overdue:** all tasks assigned to you that are overdue.
- ❖ **Recently Completed:** tasks that you have completed within the past week.

**8** The **Timesheets** section on the **Main Dashboard** has three buttons:

- 8a** Hours Logged Today
- 8b** Hours Logged this Week
- 8c** Create Time Entry

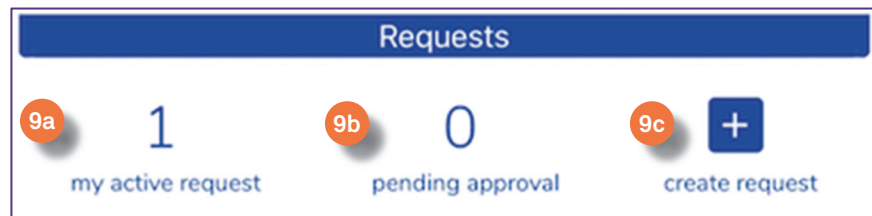


#### ▼ INFORMATION

- ❖ **Hours Logged Today:** hours that you have logged in a current day.
- ❖ **Hours Logged this Week:** hours that you have logged in the current week.
- ❖ **Create Time Entry:** create a new Time Entry for a Work Task or Time Off.

**9** The **Requests** section on the **Main Dashboard** has three buttons:

- 9a** My Active Request
- 9b** Pending Approval
- 9c** Create Request



#### ▼ INFORMATION

- ❖ **My Active Request:** all active requests that you have submitted to Facilities Connect.
- ❖ **Pending Approval:** requests that require approval.
- ❖ **Create Request:** allows you to create a request directly from OTG.

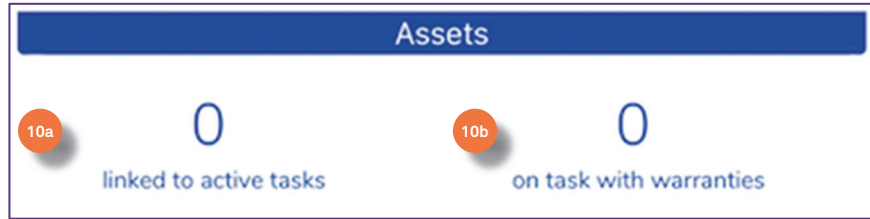
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# MY WORKGROUPS: ACCESS + NAVIGATION

**DIRECTIONS:**

**10** The **Requests** section on the **Main Dashboard** has two buttons:

- 10a** **Linked to Active Tasks**
- 10b** **On Task with Warranties**



**▼ INFORMATION**

- ❖ **Linked to Active Tasks:** all the assets that are linked to your assigned and active tasks.
- ❖ **On Task with Warranties:** assets that are linked to your assigned and active tasks that contain warranties.

**11** The **Requests** section on the **Main Dashboard** has three buttons:

- 11a** **Unassigned Tasks**
- 11b** **Tasks Overdue**
- 11c** **Time Entries to Approve**



**▼ INFORMATION**

- ❖ **Unassigned Tasks:** all tasks within your workgroup that have not been assigned.
- ❖ **Tasks Overdue:** all tasks assigned to your workgroup that are overdue.
- ❖ **Time Entries to Approve:** all time approvals for resources within your workgroup.

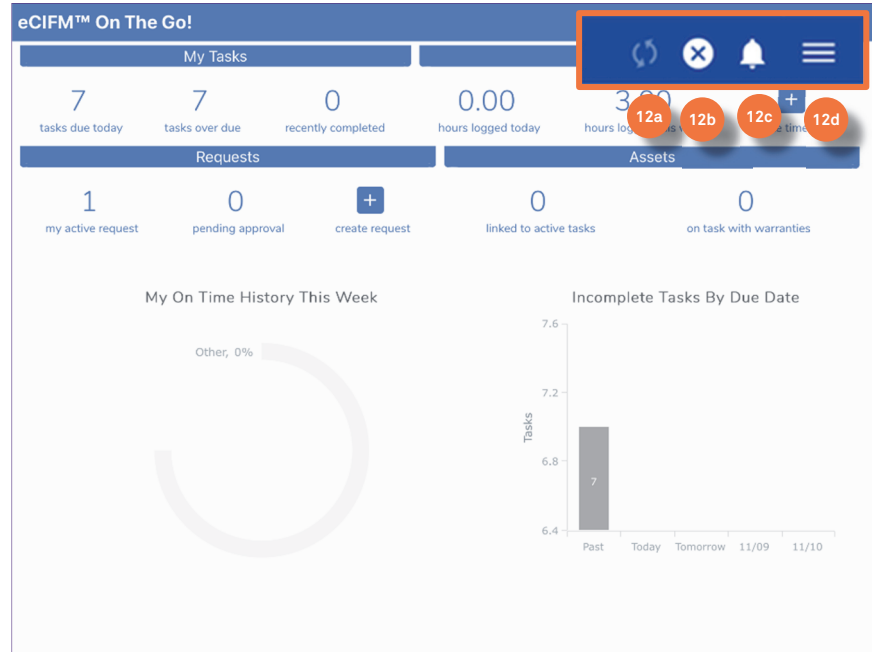
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## MY WORKGROUPS: ACCESS + NAVIGATION

#### DIRECTIONS:

**12** From the Main Dashboard, in the upper right-hand corner of the screen. There are four **Action** buttons:

- 12a Sync**
- 12b Stop Sync**
- 12c Notifications**
- 12d Main Menu**



#### ▼ INFORMATION

- ❖ **Sync:** download and upload data stored on the device or in the cloud.
- ❖ **Stop Sync:** stop the download and/or upload currently in progress.
- ❖ **Notifications:** notifies you when tasks have been assigned to you.
- ❖ **Main Menu:** allows you to access the primary sections from anywhere in OTG and access profile and settings information.

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## MY WORKGROUPS: ACCESS + NAVIGATION

#### DIRECTIONS:

### 13 Notifications list:

- 13 Lists notifications for the tasks you are assigned to.

The screenshot shows the OTG dashboard with a notifications list on the right. The notifications list includes:

- #WT-1028062 Corrective**
  - WT-1028062 - Maintenance Project, 2020 Ridge, Estimate Request
  - 01/14/2020 12:36:13
  - Work Task Assignment - WT-1028062 Maintenance Project Corrective Task - WT-1028062 - Maintenance Project, 2020 Ridge, Estimate Request Leak caused damage to the carpet in the Learning Commons. I need an estimate to have the carpet removed and replaced.
- #WT-1027573 Corrective**
  - WT-1027573 - Routine, Cahn Auditorium, Electrical Outlet
  - 01/14/2020 12:36:52
  - Work Task Assignment - WT-1027573 Routine Corrective Task - WT-1027573 - WT-1027573 - Routine, Cahn Auditorium, Electrical Outlet Test.UAT.301

At the bottom of the notifications list, it says "You have 2 unread notifications."

### 14 Main Menu or the Hamburger menu, gives you shortcut access back to main sections from ANY screen you are on.

- 14a Access primary locations from anywhere in OTG.
- 14b Access OTG Settings and Profile information.

The screenshot shows the OTG dashboard with the Main Menu open on the right. The Main Menu includes:

- My Dashboard
- My Tasks: 7 tasks due today
- Timesheets: 0.00 hours logged today
- Assets: 0 linked to active tasks
- Requests: 1 my active request
- On The Go! Settings
- My Profile
- Data Management
- Guided Walkthrough
- About

At the bottom of the Main Menu, it says "Version: 3.3.0 Build: 889" and a "Logout" button.