O&M TECHNICIANS & SUPERVISORS
WORK TASKS: VIEW ASSET INFORMATION

Provides guidance for viewing asset information associated with a Work Task in FC Mobile (OTG).
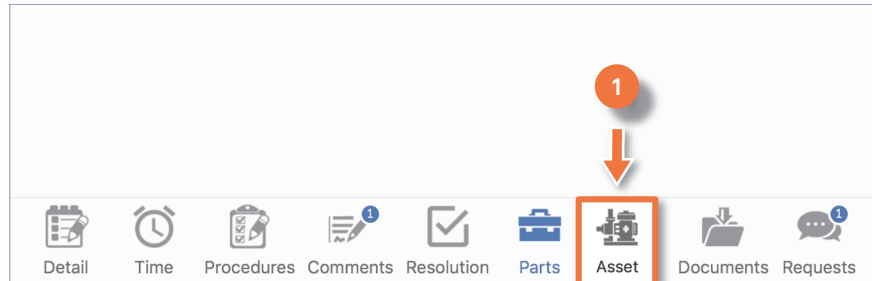
▼ GETTING STARTED

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.
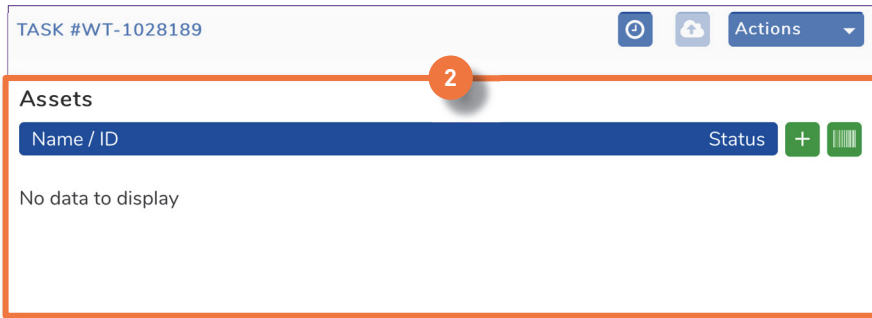
DIRECTIONS:

1 From the Work **Tasks**:

1 Tap the **Asset** tab.

2 Upon tapping, the screen will change to the **Asset** tab:

2 View **Assets** associated with the Work Task.

▼ INFORMATION

Any **Assets** already associate with the Work Task will appear in this section.

3 To add and **Asset**:

3a You may tap the **Add** button to search and select from a list of assets.

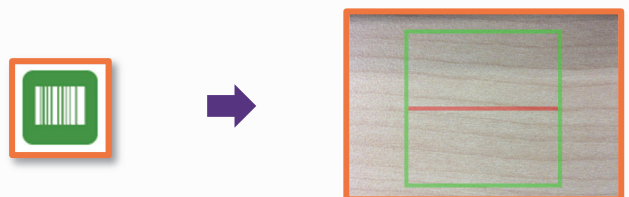**3b** Tap the **Barcode Scanner** to use your device's camera to scan the barcode on the asset tag.

▼ TIP & TRICKS

Use the **Barcode** feature to add an **Asset** to the **Work Task**.

Simply tap the **Barcode** button to open the camera. Align the red line in the with the barcode attached to the **Asset**. The barcode will automatically scan and load the **Asset** details into the **Work Task**.

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DIRECTIONS:

3   Once an **Asset** has been scanned and added to the Work Task:

3c   View added **Asset**.

TASK #WT-1028189

Assets

Name / ID		Status
Exit Light 10049 ‖ 10049 2020 Ridge - 03		Available 🗑

4   After tapping the **Add** button, the **Asset Pop-Up** screen will appear:

4a   View **Asset(s)** associated with the **Work Task Location**.

4b   Tap the **Globe** button to view **All Assets**.

4c   Use to **Search** field to narrow search results.

4d   Tap **Next** to view the next page.

4e   Tap on the desired **Asset** record on the list to select and add to the Work Task.

ASSETS FOR 720 EMERSON ✕

Search by id, name or barcode...

Pages: 0 of 0   Total Records: 0

No data found.

ALL ASSETS ✕

Search by id, name or barcode...

Pages: 1 of 1301   Total Records: 13009

Egress Light
#10000
‖ 10000
2020 Ridge - 04   Egress Light

2020 Ridge - 04

Exit Light

Cancel   Create   Previ   Next

5   Upon tapping, you will be returned to the **Assets** screen:

5a   View newly added **Asset**.

5b   To remove an **Asset**, tap the **Delete** button.

TASK #WT-1028189

Assets

Name / ID		Status
Egress Light 10000 ‖ 10000 2020 Ridge - 04		Available 🗑
Exit Light 10049 ‖ 10049 2020 Ridge - 03		Available 🗑