

O&M TECHNICIANS & SUPERVISORS

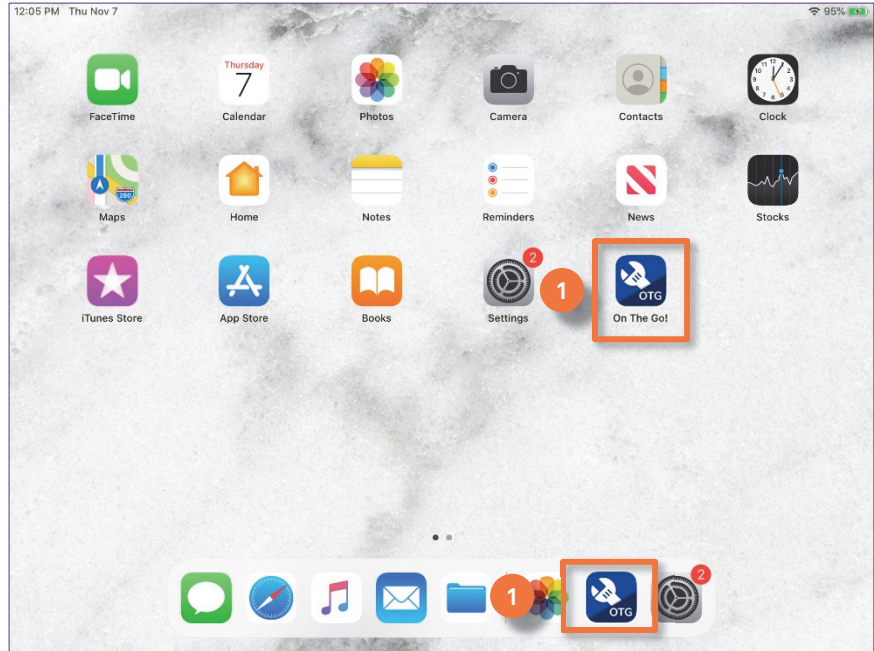
ACCESS + NAVIGATION: FC MOBILE (OTG)

Provides guidance on navigating the screens, commands, and capabilities of the FC Mobile (OTG) application.

DIRECTIONS:

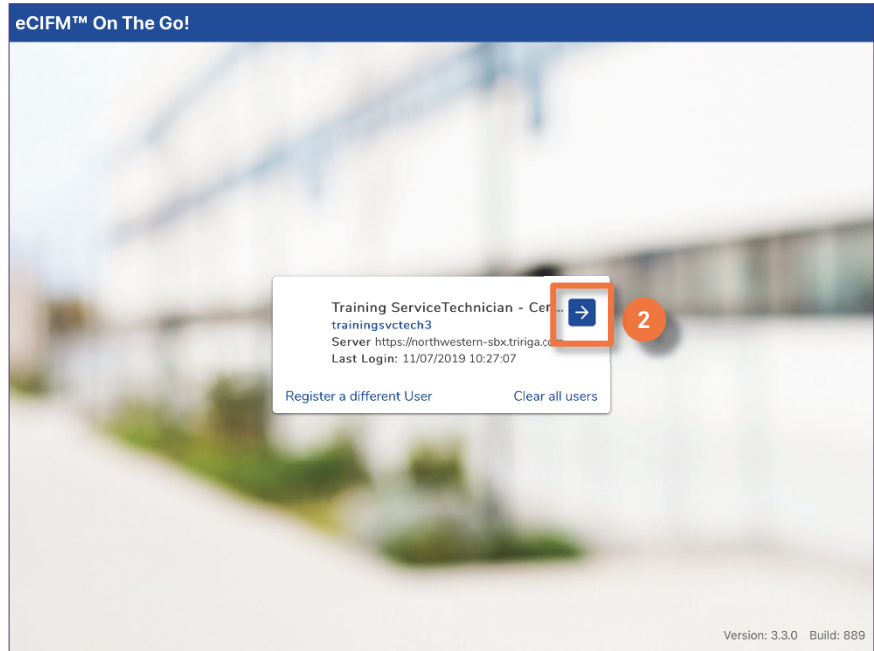
1 From your iPad Home Screen:

- 1 Tap on the **On The Go (OTG)** application icon.



2 Upon tapping, the screen will change to the User Profile Select screen:

- 2 Tap the blue arrow to select your User profile.





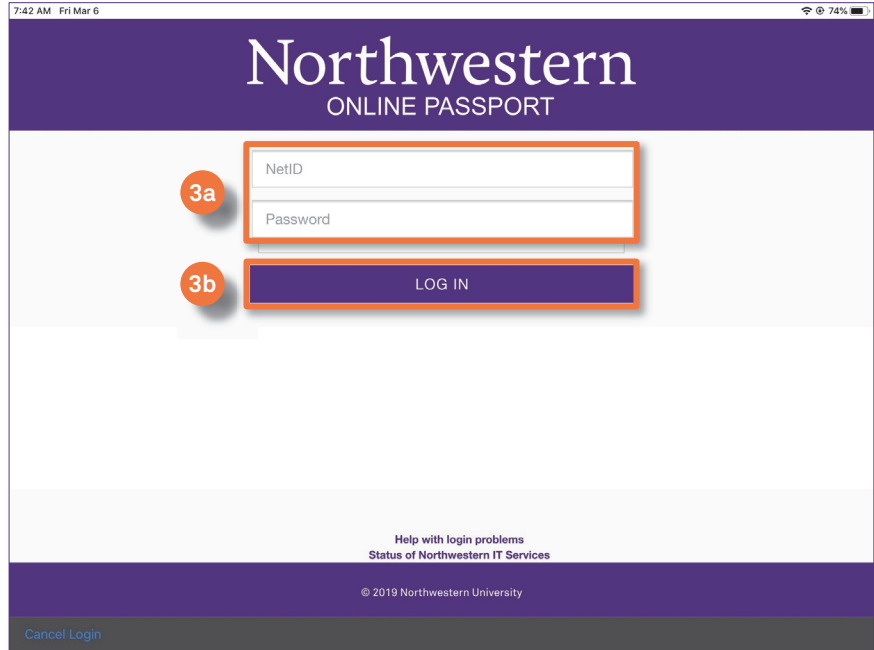
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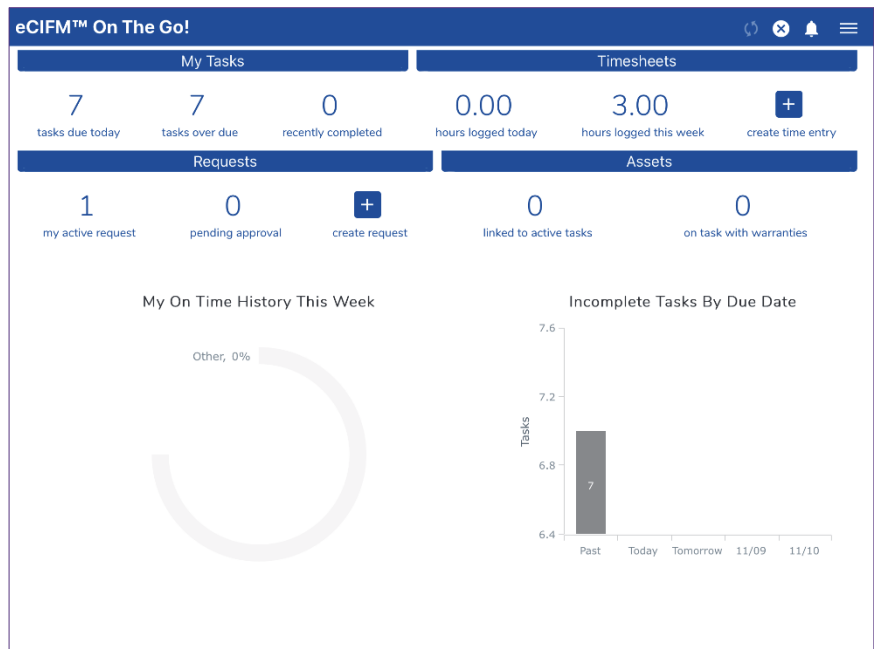
DIRECTIONS:

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 The **My Dashboard** screen is both the landing page and the main view of FC Mobile (OTG).



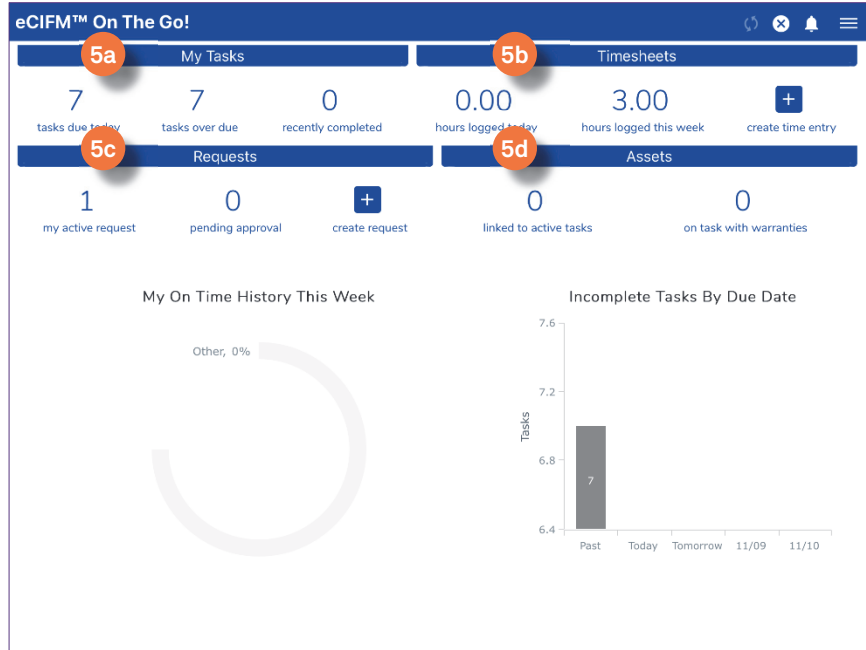
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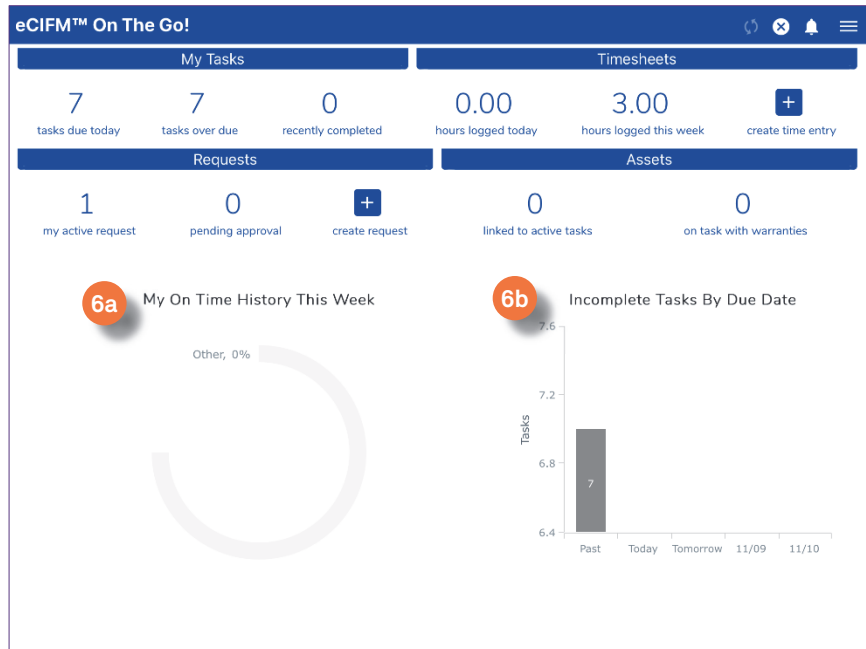
5 From **My Dashboard** you can access:

- 5a My Tasks:** access to all tasks the that have been assigned to you. Also shows overdue and completed tasks.
- 5b Timesheets:** view hours you have logged for the current day/week. You can also create a new Time Entry.
- 5c Requests:** access to all the Requests that you have submitted. You can also create a new Requests.
- 5d Assets:** view all assets related to assigned tasks.



6 There are also two graphs displayed:

- 6a My On Time History This Week:** shows the hours that you have logged in the current week.
- 6b Incomplete Tasks by Due Date:** a breakdown of all tasks that are overdue or incomplete.



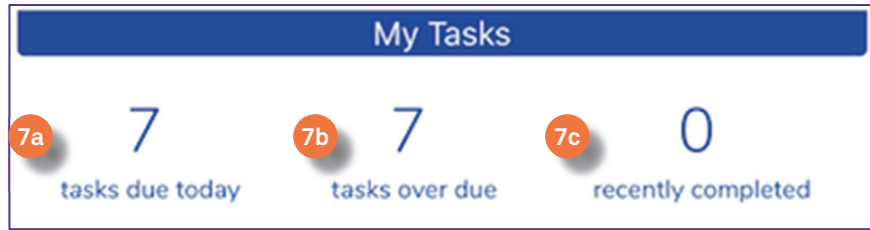
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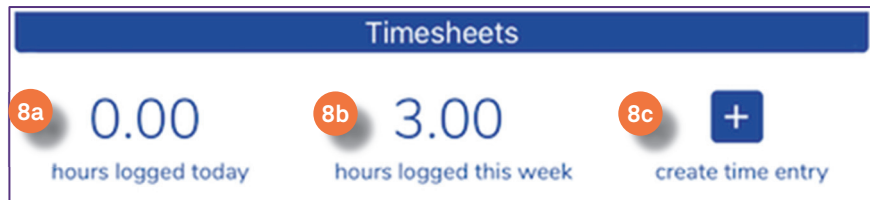
7 My Tasks buttons:

- 7a **Tasks Due Today:** all tasks assigned to you that are due on the current day.
- 7b **Tasks Over Due:** all tasks assigned to you that are overdue.
- 7c **Recently Completed:** tasks that you have completed within the past week.



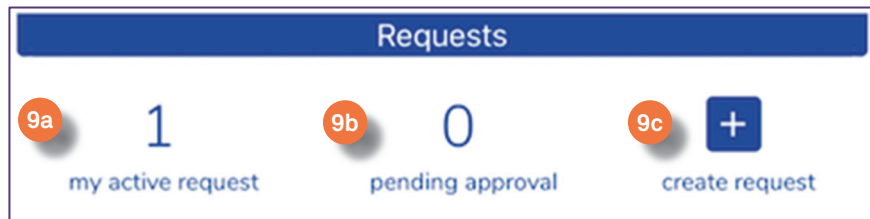
8 Timesheets buttons:

- 8a **Hours Logged Today:** hours that you have logged in a current day.
- 8b **Hours Logged This Week:** hours that you have logged in the current week.
- 8c **Create Time Entry:** create a new Time Entry for a Work Task or Time Off.



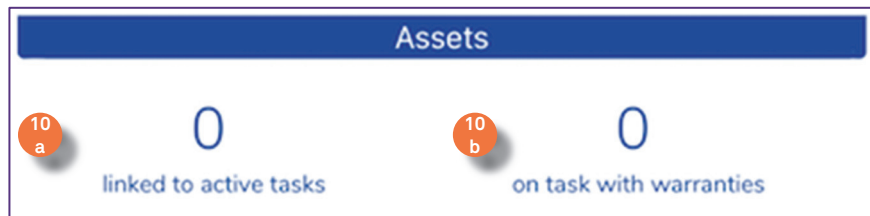
9 Requests buttons:

- 9a **My Active Request:** all active requests that you have submitted to Facilities Connect.
- 9b **Pending Approval:** requests that require approval.
- 9c **Create Request:** allows you to create a request directly from OTG.



10 Assets buttons:

- 10a **Linked to Active Tasks:** all the assets that are linked to your assigned and active tasks.
- 10b **On Task with Warranties:** assets that are linked to your assigned and active tasks that contain warranties.



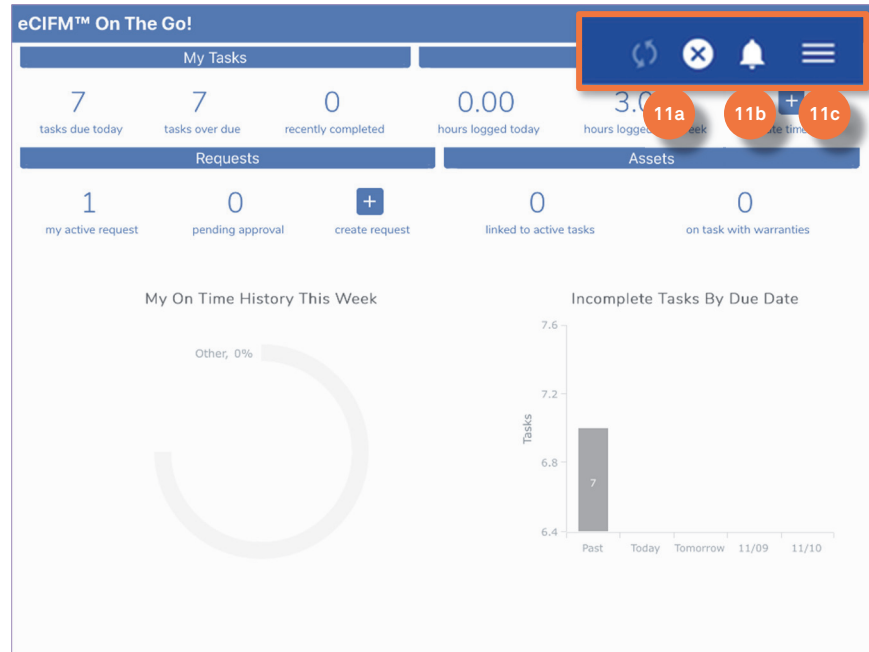
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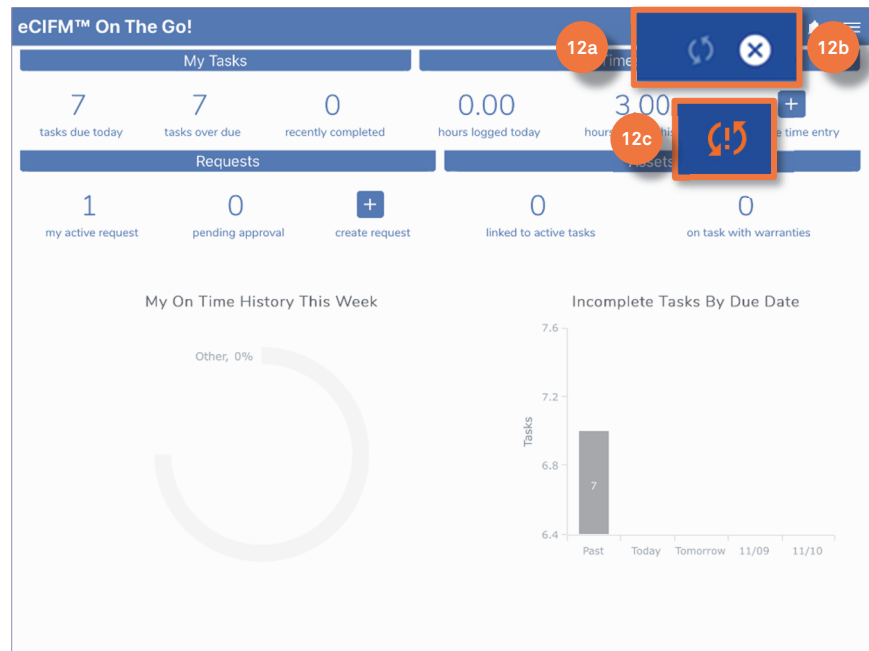
11 On the upper right-hand corner of the screen, there are several Action Buttons:

- 11a** **Syncing:** syncs the data on the FC Mobile (OTG) app with the main FC desktop database.
- 11b** **Notifications:** when you are assigned a task, a notification will be sent to FC Mobile.
- 11c** **Main Menu:** or the hamburger menu, gives you shortcut access back to main sections from **ANY** screen you are on.



12 Syncing

- 12a** **Sync arrows:** tap on the sync arrows to push an update of the server with new entries or changes you have entered. It will also download any updates that have been entered from other users on FC Mobile or FC Desktop.
- 12b** **X:** If you want to stop or cancel the sync, tap on the X. You can re-tap the Sync at any time.
- 12c** **Orange sync icon:** this icon appears when you are not connected to the FC database. Tap on the icon and the Single Sign On screen will appear.



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DIRECTIONS:

13 Notifications

- 13a Notification icon:** will show how many unread notifications you have read.
- 13b Notification banner:** Displays your notifications. Click on the notification to be taken to the Work Task detail.

The screenshot shows the main dashboard with a notification icon in the top right corner (13a) and a notification banner at the bottom (13b). The notification banner lists two notifications:

- #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 banner, it says "You have 2 unread notifications."

14 Main Menu

- 14** Tap the hamburger menu icon to travel back to any of the sections listed.

The screenshot shows the main dashboard with the hamburger menu icon in the top right corner (14). The main menu is open, showing the following options:

- 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 menu, it says "Version: 3.3.0 Build: 889" and a "Logout" button.

▼ INFORMATION

You can also make changes to the **OTG Settings** or your **Profile** from the Main Menu.