

O&M TECHNICIANS & SUPERVISORS

WORK TASKS: ACCESS AND ADD PHOTOS AND DOCUMENTS

Provides guidance for accessing existing photos and documents. Also how to add new photos and documents to a Work Task in FC Mobile (OTG).

GETTING STARTED

This guide begins in a selected **Work Task**. For more information on locating a Work Task, please refer to the **View & Search My Tasks** job guide.

DIRECTIONS:

1 Once you have selected a **Work Task** from your **Task Queue**, locate the **Documents** tab at the bottom of your screen.

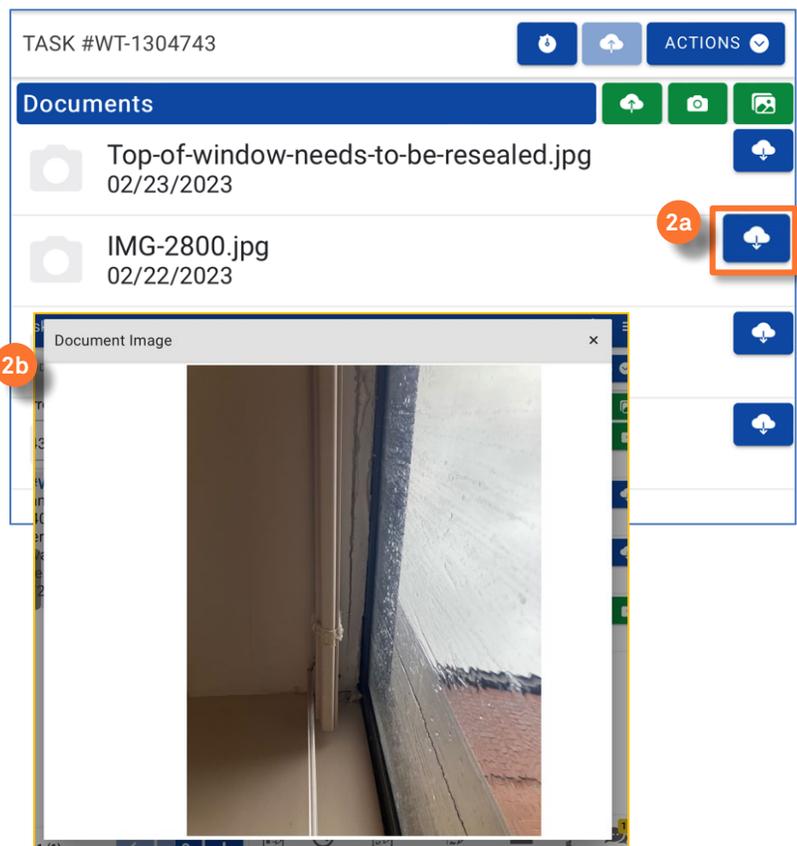
1 Tap on the **Documents** tab



2 Upon tapping, you will be able to view the **Photos and Documents** associated with the selected **Work Task**.

2a **Existing Photos** are accessible by tapping on the cloud icon to the left of the photo name

2b Once the photo has downloaded, it will automatically open



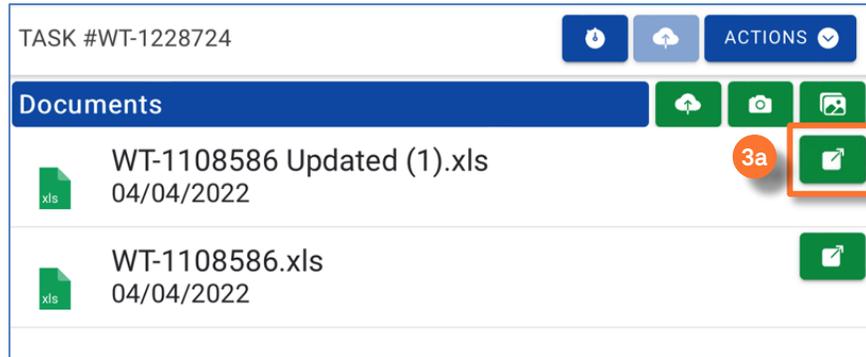
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DIRECTIONS:

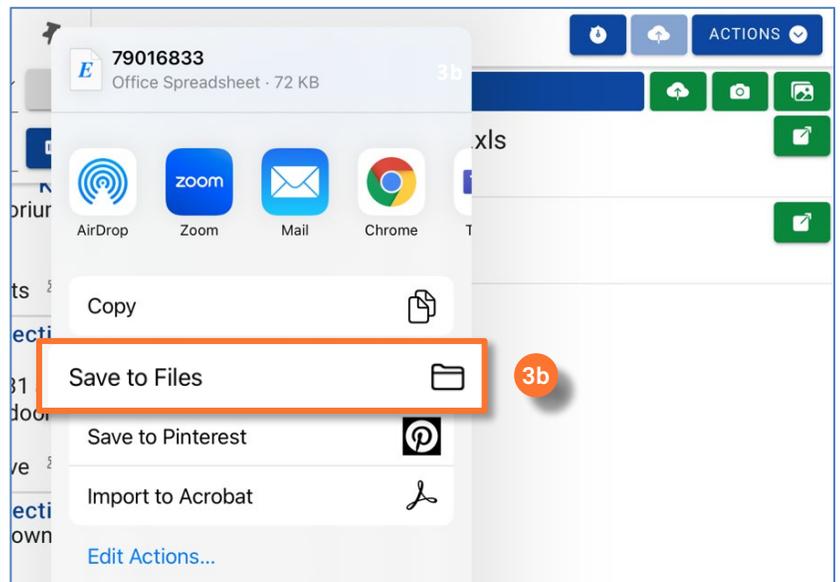
3 If you want to download a file other than a photo, such as an excel or PDF document:

3a Tap the **download** button

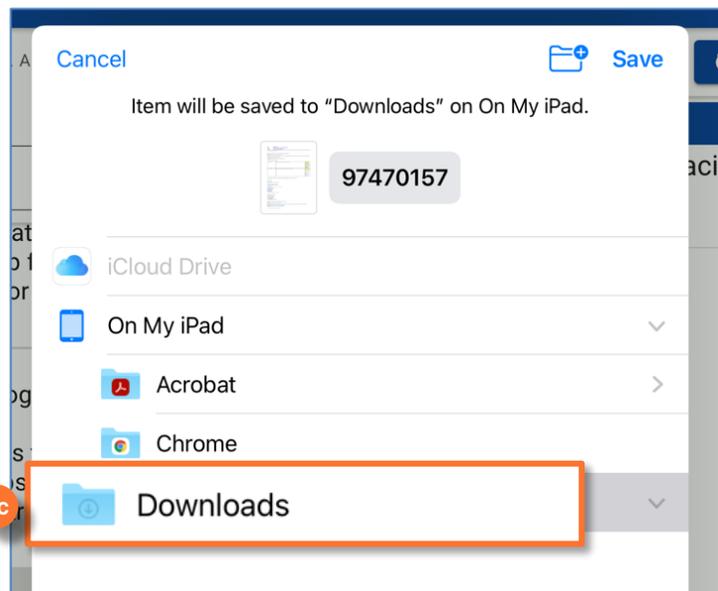


Upon tapping, the **File Download** pop-up will appear.

3b Tap on the **Save to Files** option



3c Tap on the **Downloads** option



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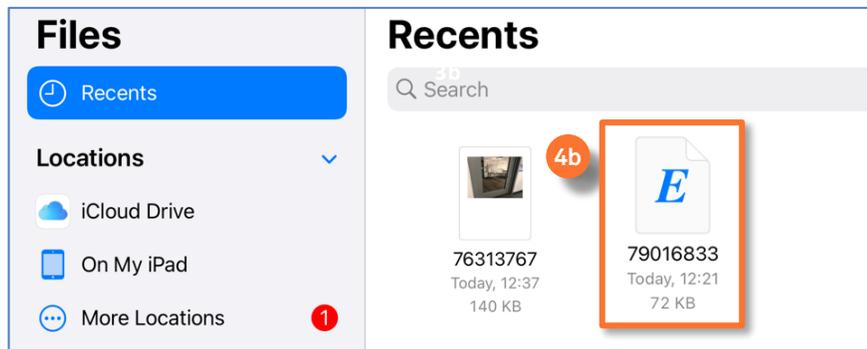
DIRECTIONS:

4 Navigate to your iPad home page:

4a Tap on the **Files** icon



4b Tap on the **File Name** to open



4c You are now able to edit the file

Northwestern University							
Management Operations							
NEXT STEPS:							
If you APPROVE this estimate:							
1. Return to Facilities Connect and create a NEW Estimate Request.							
a. Reference the Estimate Request # (i.e. SR #) of the completed Estimate Request in the description.							
b. Select "Perform Estimated Work" as the Service Request Type.							
c. Upload the Estimate Workbook to the Related Documents section.							
d. Add Chartstring required for work.							
If you do NOT approve this estimate:							
1. Resubmit the Estimate Request with your concerns or questions.							
OR							
2. Save the Estimate Workbook for your records. No further action required.							
For additional assistance, please call Facilities Customer Service at (847) 491-5201 (Evanston) or (312) 503-8000 (Chicago).							
Estimate							
				NU Shops			
						\$27,240	

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DIRECTIONS:

5 If you wish to **ADD or Upload** a photo or document, there are three ways to do so.

5a Tap the **Upload** button to add a new file

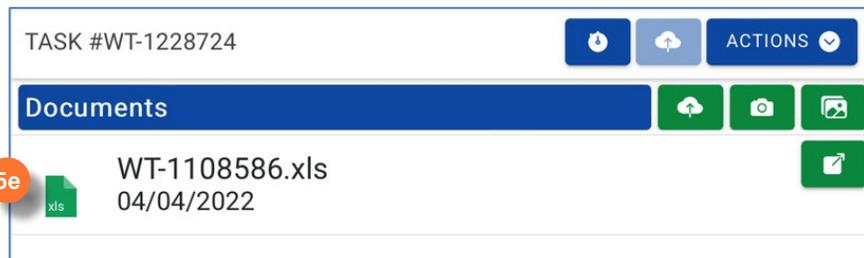
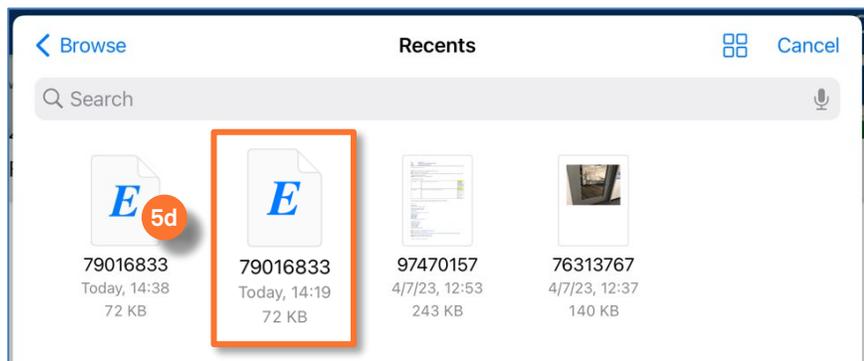
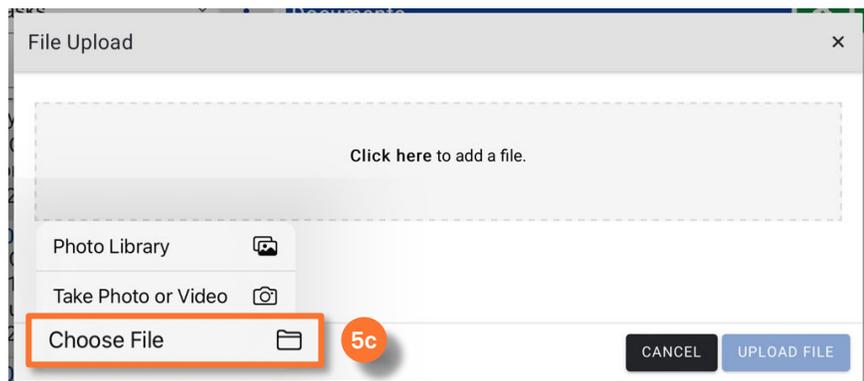
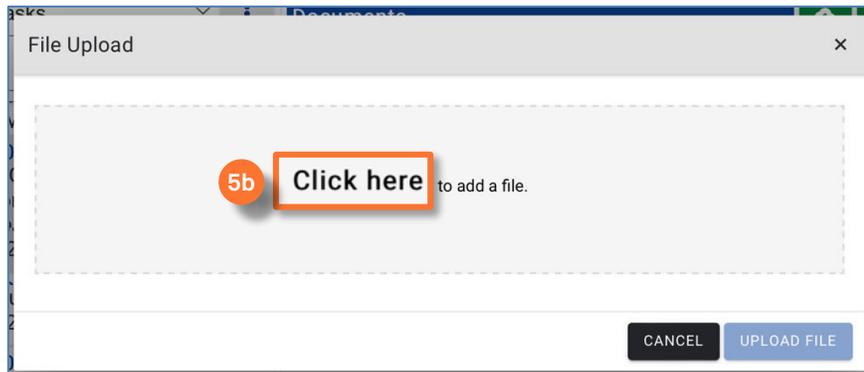
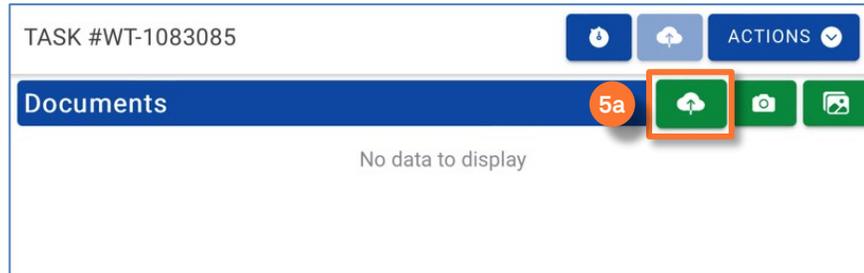
Upon tapping, the **File Upload** pop-up will appear.

5b Tap the **Click here** option in the grey box.

5c Select the **Choose File** option

5d Select the **file name**

5e The file will automatically appear on the documents tab



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DIRECTIONS:

6 The second way to **ADD or Upload** a photo:

6a Tap the **Photos** button

Upon tapping, the **Photo Library** will appear.

6b Tap on the **photo** you want to add

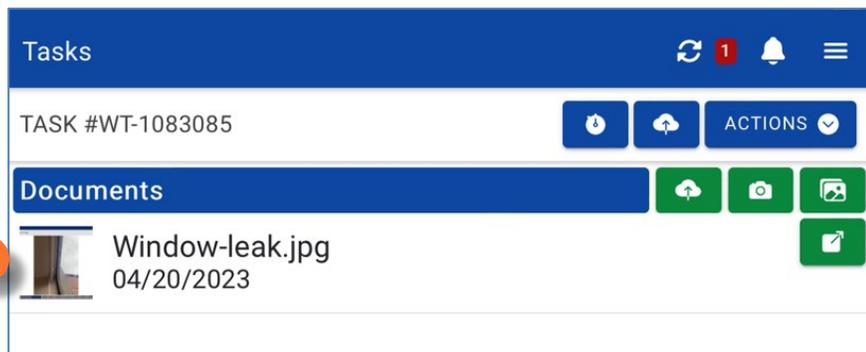
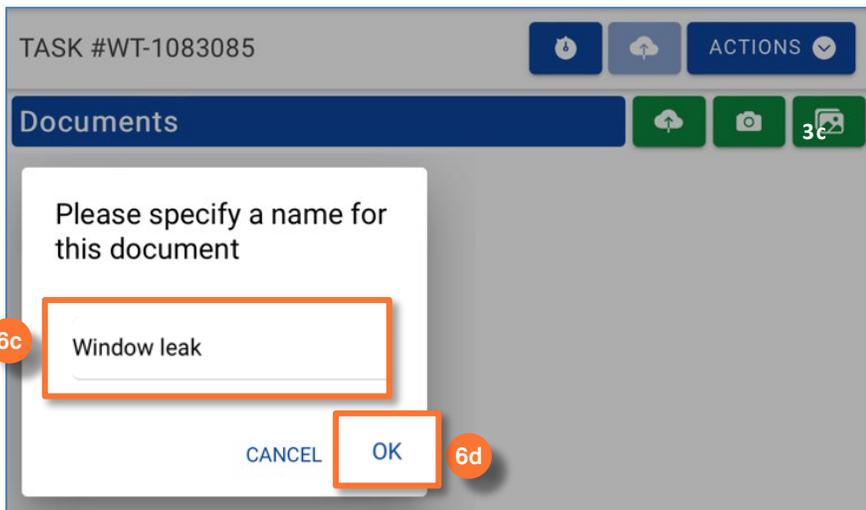
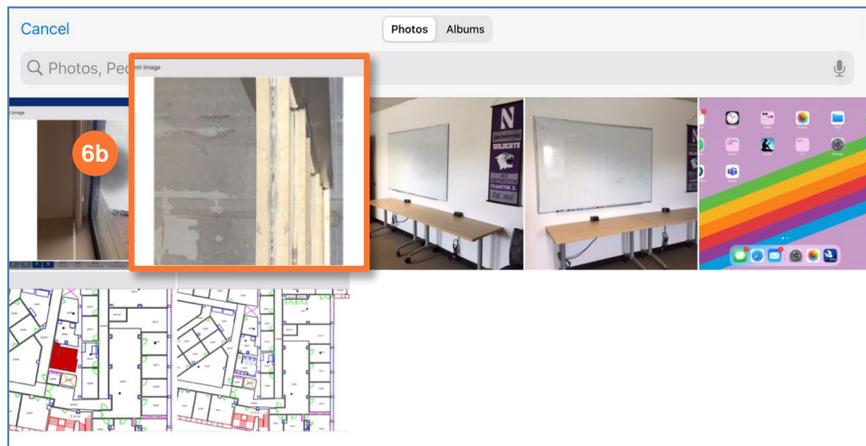
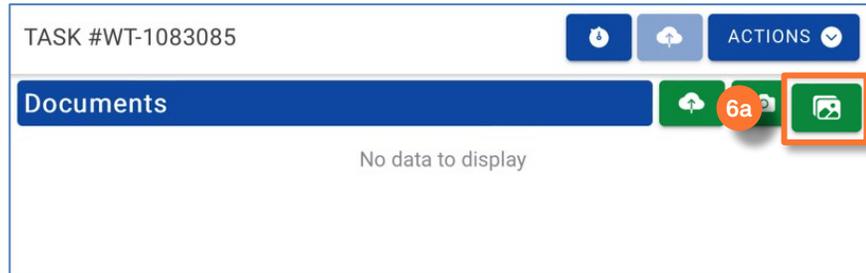
6c Type in a **name** for the photo

6d Tap **OK**

6e The photo will automatically appear on the documents tab

▼ IMPORTANT

It is important to remember to **SYNC** after adding any photos or documents.



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DIRECTIONS:

7 The third way to **ADD** a photo:

7a Tap the **Camera** button

Upon tapping, the **camera view** will open

7b Take the **photo** using the camera button

7c If you are satisfied with the photo, tap the **Use Photo** button

7d Type in a **name** for the photo

7e Tap **OK**

7f The photo will automatically appear on the documents tab

▼ IMPORTANT

It is important to remember to **SYNC** after adding any photos or documents.

