



O&M TECHNICIANS & SUPERVISORS

WORK TASKS: PLACE A WORK TASK ON HOLD

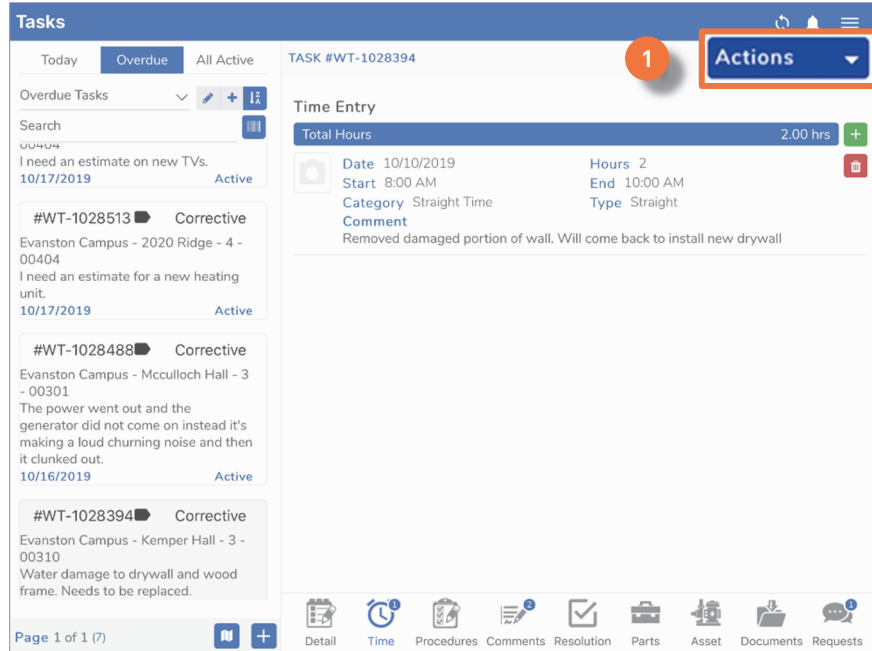
Provides guidance on how to place a hold on a Work Task in FC Mobile (OTG)

GETTING STARTED

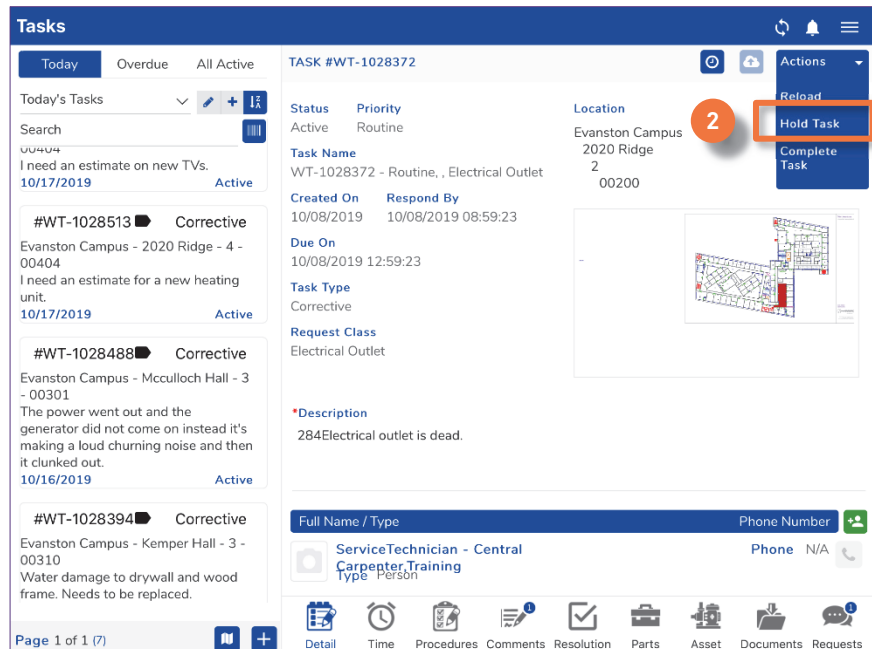
This guide begins from an opened **Work Task**. For more information on accessing a **Work Task** refer to **View Work Task Details (p.16)**.

DIRECTIONS:

1 From the Work Task Detail screen, tap on the **Actions** drop down menu.



2 Select the **Hold Task** option.



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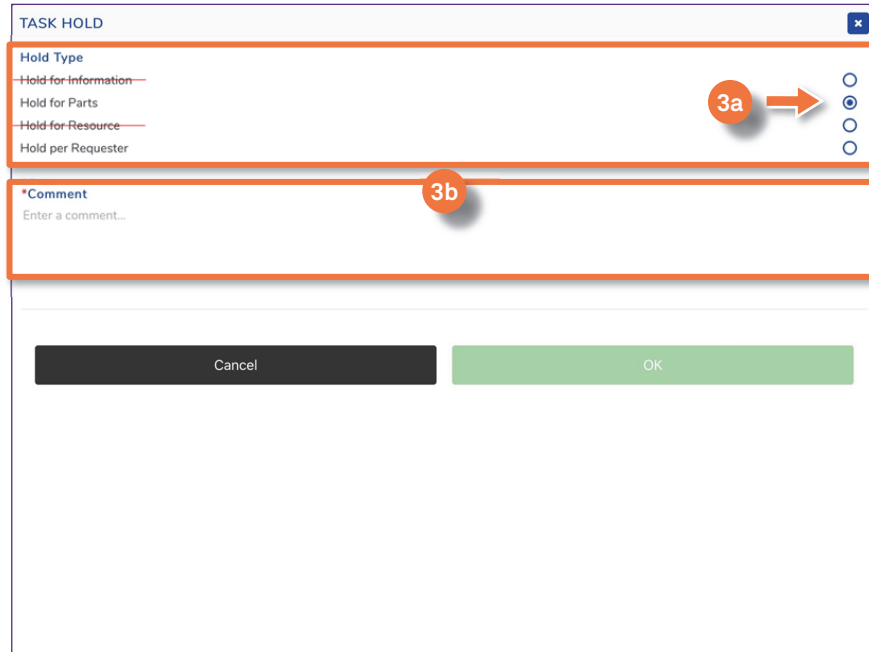
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DIRECTIONS:

3 Complete the **Task Hold Form**:

3a Tap on the correct **Hold Type**.

3b Add a **Comment** which provides details for the hold.



4 Once you have completed the required information, tap on the **OK** button to complete the hold.

