



O&M TECHNICIANS & SUPERVISORS

WORK TASKS: CREATING A FILTER

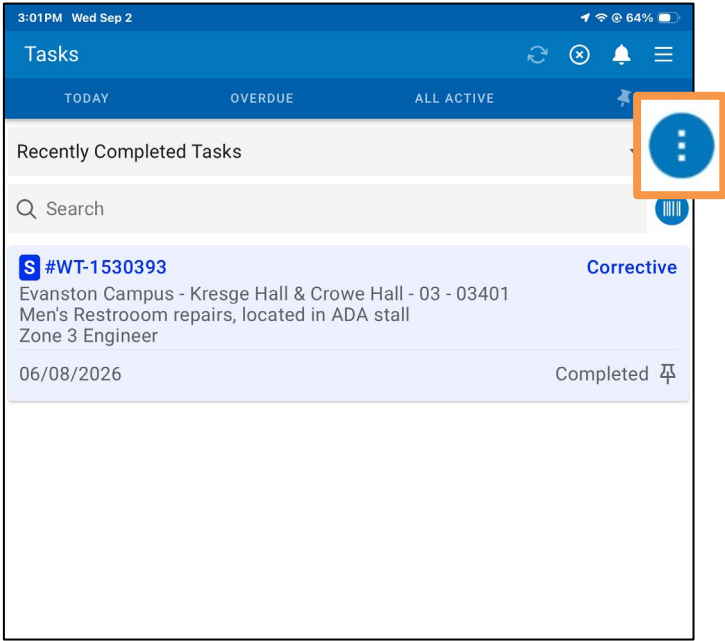
Provides guidance for creating and applying a Filter to Work Tasks through the Tasks Tab in FC Mobile (OTG)

▼ GETTING STARTED

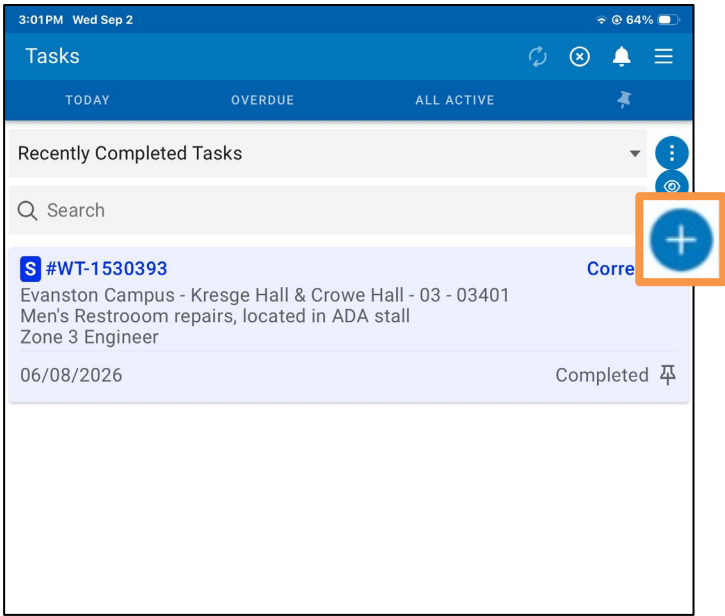
This guide begins in the Tasks section of On The Go (OTG). For more information on navigating to the **Tasks** section, refer to the **WORK TASKS: VIEW & SEARCH MY TASKS** job aid.

DIRECTIONS:

1 Navigate to the Tasks home screen, click the ellipse icon.



2 Select the **Add Filter** icon



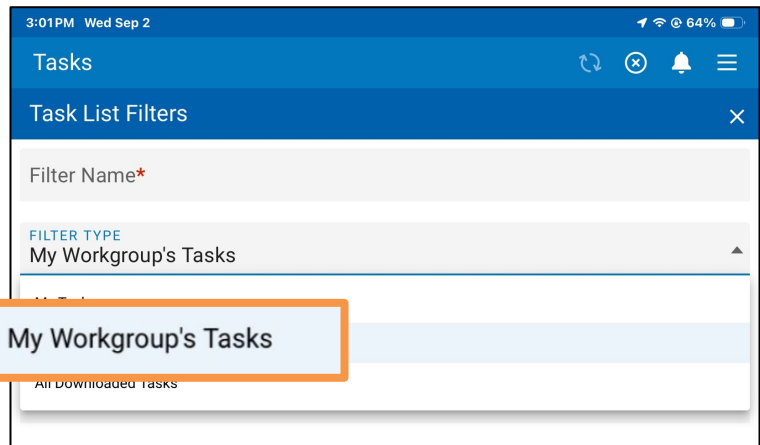


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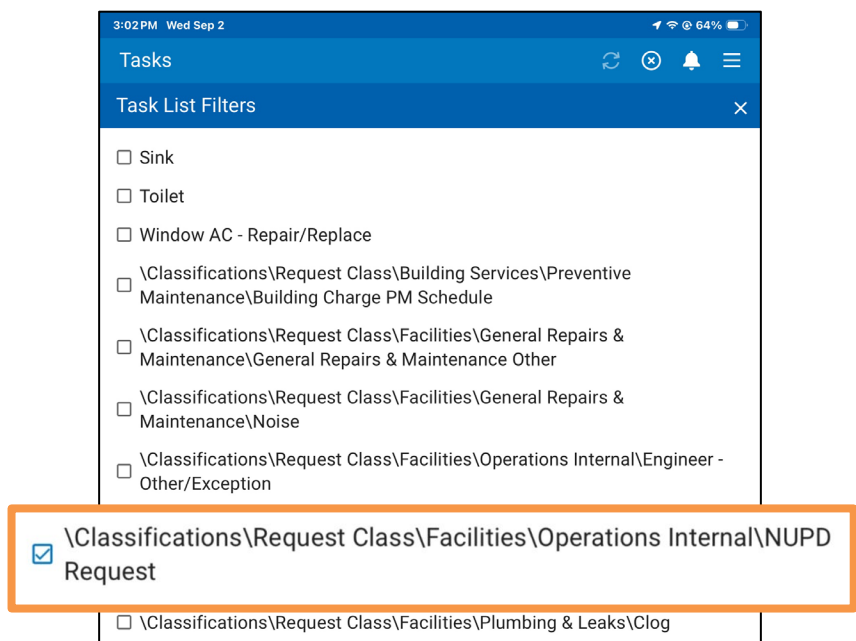
WORK TASKS: CREATING A FILTER

DIRECTIONS:

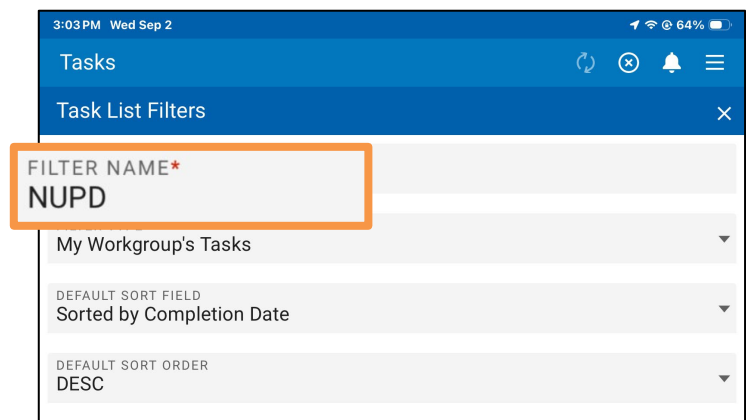
3 Select **My Workgroup's Tasks** as the **Filter Type**



4 The Task List Filters options will populate. Check the box on the right side of the feature you would like filtered.



5 Add a **Filter Name**





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DIRECTIONS:

6 Click **Save**

☐ Hold for Parts

☐ Hold for Resource

☐ Hold per Requester

☐ Planned

Task Priority

☐ Check All

☐ Capital Project

CANCEL

SAVE

7 To apply the filter, on the Tasks home screen, click on the task queue and select the desired filter.

3:03 PM Wed Sep 2

Tasks

TODAY

OVERDUE

ALL ACTIVE

NUPD

Today's Tasks

Emergency Tasks

Overdue Tasks

All My Active Tasks

Recently Completed Tasks

Corrective Tasks

Preventive Tasks

Hold Tasks

My Workgroup's Tasks

Assigned To Me Today

My Pinned Items

All Downloaded Tasks

nupd

NUPD

8 Upon applying the filter, all Work Tasks that apply, will now appear.

3:03 PM Wed Sep 2

Tasks

TODAY

OVERDUE

ALL ACTIVE

NUPD

Q Search

#WT-1532668

Corrective

Evanston Campus - Ryan Center
exterior door closest to Regenstein will not close properly 513 advised
Zone 3 Engineer

06/03/2026

Active

#WT-1532351

Corrective

Evanston Campus - Norris University Ce
Emily the Luna Pub stated that both patio doors are not locking
Zone 3 Engineer

06/02/2026

Active