O&M TECHNICIANS & SUPERVISORS
WORK TASKS: VIEW ON HOLD WORK TASKS

Provides guidance on how to locate Work Tasks that have been placed On Hold on FC Mobile (OTG)

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**GETTING STARTED**

This guide begins from the My Dashboard screen. For more information on logging into FC Mobile (OTG) refer to the Access + Navigation: FC Mobile (OTG) job aid.

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**DIRECTIONS:**

1. From My Dashboard:

   1a. Tap on Tasks Due Today

2. Upon tapping, the Tasks screen will appear. On the left side of the screen will be the Task Queue. It will default to Today's Tasks.

   2. Tap on the Task Filter drop down menu
DIRECTIONS:

3. Scroll through the available Work Task Filter options:
   - Select the Hold Tasks option.

4. Upon selecting the filter, the Hold Tasks Queue will appear on the left side of the screen:
   - Tap on the desired Hold Task to view the Work Task Detail.