O&M TECHNICIANS & SUPERVISORS

TIMESHEETS: OVERVIEW AND HOURS LOGGED TODAY

Provides an overview of Timesheets and hours logged today in FC Mobile (OTG)

▼ 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.

DIRECTIONS:

1. From My Dashboard, in the Timesheets section:

   1. Tap on the Hours Logged Today button.

▼ INFORMATION

When selecting Hours Logged Today from My Dashboard, the Timesheet screen will open on the Day view.

2. Upon tapping, you will be taken to the Timesheets screen. From the Day view:

   2a. View Calendar.

   2b. View individual Time Entry details.

   2c. View the Time Entry Progress Bar.
Calendar View by Day: allows the user to view Time Entries for a selected day. The dots under individual days indicates the current status of the Time Entries entered on that day.

Time Entry details by Day: shows each of the user’s Time Entries for the selected day. All Time Entries include: the start date/time, end date/time, and amount of time spent on a Work Task. Each entry also includes a link to the Work Task, a description of the Work Task, a comment describing what was done, and the current status of the Time Entry.

Time Entry Progress Bar by Day: Provides a total of all time the user has logged for the selected day against a target daily total of 8 hrs. The number of remaining hours will appear to the right of the Progress Bar. Once 8+ hours have been entered for the day the Progress Bar will turn green and the remaining hours will show 0.0.