DIRECTIONS:

1. **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.

1. **Begin on My Dashboard** and locate the **Assets** section:

   1. Tap on **Linked to Active Tasks**

2. Upon clicking, the **Assets** screen will open.

   2. Tap on the **All** tab
DIRECTIONS:

3. The All Assets queue will show all assets in the Facilities Connect.

4. To sort the All Assets queue:
   - Tap on the Sort button.
   - Scroll through the Sort options and select the Filter that best matches your criteria.
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ASSETS: LOCATE AND SEARCH ALL ASSETS

DIRECTIONS:

5. To search the All Assets queue:
   5a. Tap on the Search Bar and enter keyword(s).
   5b. The results will appear in the queue below.

6. To view Asset Detail:
   6. Tap on a specific Asset to view the Details