DIRECTIONS:

1. From your iPad Home screen:
   - Tap the On the Go! (OTG) icon.

2. Upon tapping, the On the Go! Login screen will open:
   - Tap the user profile you wish to log in to.
DIRECTIONS:

3 Upon tapping, the screen will change to the Northwestern Online Passport:

3a Enter your NetID and Password.

3b Tap the LOG IN button.

4 Upon entering your PIN or password you will be taken to the Main Dashboard.

4 View My Dashboard.

INFORMATION

The default screen when logging into OTG is My Dashboard.
O&M SUPERVISORS
MY WORKGROUPS: ACCESS + NAVIGATION

DIRECTIONS:

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From the **Main Dashboard** you can access the primary sections of OTG:

5a **My Tasks**

5b **Timesheets**

5c **Requests**

5d **Assets**

5e **My Workgroups**

5f **My On-Time History This Week**

5g **Incomplete Tasks by Due Date**

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**INFORMATION**

The primary sections on the **Main Dashboard** are defined below:

- **My Tasks**: access to all tasks that have been assigned to you. Also shows overdue and completed tasks.
- **Timesheets**: view hours you have logged for the current day/week. You can also create a new Time Entry.
- **Requests**: access to all the Requests that you have submitted. You can also create a new Requests.
- **Assets**: view all assets related to assigned tasks.
- **My Workgroups**: allows you to view all tasks assigned to your workgroup, assign and reassign tasks, and approve and return time entries.
- **My On-Time History This Week**: shows the hours that you have logged in the current week.
- **Incomplete Tasks by Due Date**: a breakdown of all tasks that are overdue or incomplete.
The **My Tasks** section on the **Main Dashboard** has three buttons:

- **7a** Tasks Due Today
- **7b** Tasks Overdue
- **7c** Recently Completed

The **Timesheets** section on the **Main Dashboard** has three buttons:

- **8a** Hours Logged Today
- **8b** Hours Logged this Week
- **8c** Create Time Entry

The **Requests** section on the **Main Dashboard** has three buttons:

- **9a** My Active Request
- **9b** Pending Approval
- **9c** Create Request
The **Requests** section on the **Main Dashboard** has two buttons:

- **10a** Linked to Active Tasks
- **10b** On Task with Warranties

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The **Requests** section on the **Main Dashboard** has three buttons:

- **11a** Unassigned Tasks
- **11b** Tasks Overdue
- **11c** Time Entries to Approve

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**INFORMATION**

- **Linked to Active Tasks**: all the assets that are linked to your assigned and active tasks.
- **On Task with Warranties**: assets that are linked to your assigned and active tasks that contain warranties.

**INFORMATION**

- **Unassigned Tasks**: all tasks within your workgroup that have not been assigned.
- **Tasks Overdue**: all tasks assigned to your workgroup that are overdue.
- **Time Entries to Approve**: all time approvals for resources within your workgroup.
DIRECTIONS:

From the Main Dashboard, in the upper right-hand corner of the screen. There are four Action button:

12a **Sync**

12b **Stop Sync**

12c **Notifications**

12d **Main Menu**

- **Sync**: download and upload data stored on the device or in the cloud.
- **Stop Sync**: stop the download and/or upload currently in progress.
- **Notifications**: notifies you when tasks have been assigned to you.
- **Main Menu**: allows you to access the primary sections from anywhere in OTG and access profile and settings information.
DIRECTIONS:

Notifications list:

Lists notifications for the tasks you are assigned to.

Main Menu or the Hamburger menu, gives you shortcut access back to main sections from ANY screen you are on.

Access primary locations from anywhere in OTG.

Access OTG Settings and Profile information.