O&M TECHNICIANS & SUPERVISORS

WORK TASKS: VIEW WORK TASK DETAIL

Provides guidance for locating Work Task Details in FC Mobile (OTG)

DIRECTIONS:

1. From the Tasks screen, use the Task Queue to locate a desired Work Task.
   1. To view, tap on the Work Task record.

2. Upon tapping, the Work Task will open on the right side of the screen, and will to the Work Task Detail tab.
   2a. Task information (e.g. Location, Status, Priority, Task Type, Request Class, etc.)
   2b. Edit Location button – tap to edit location information
   2c. Map View displaying work task location on campus
   2d. View Floor Plan of work task location – tap to enlarge detail
   2e. Assigned Resources responsible for the work task
   2f. Add/Remove Resources button – tap to add or remove resources for the work task