

O&M TECHNICIANS & SUPERVISORS

WORK TASKS: ACCESS AND ADD PHOTOS AND DOCUMENTS

Provides guidance for accessing and adding photos and documents to a Work Task in FC Mobile (OTG)

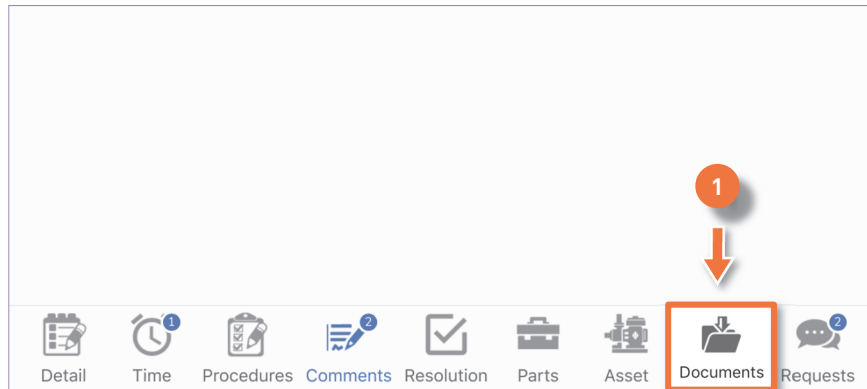
▼ GETTING STARTED

This guide begins in a selected **Work Task**. For more information on navigating to a **Work Task** refer to the **View Work Task Detail** job aid.

DIRECTIONS:

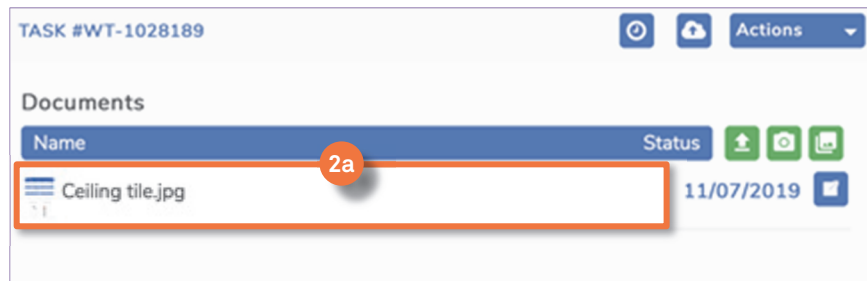
1 Once you have selected a **Work Task** from your **Task Queue**, locate the **Documents** tab at the bottom of your screen.

1 Tap on the **Documents** tab



2 Upon tapping, the screen will change, and you will be able to view **Documents** associated with the selected **Work Task**.

2a Existing **Photos / Documents** are accessible by tapping on the photo / document name



2b Tap on the **Camera** button to take and attach a new photo

2c Tap on the **Photos** button to add a photo from your Photo Library

2d Tap on the **Enlarge** button to view a full-size image of the photo / document



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DIRECTIONS:

3 If you wish to **Upload a Photo / Document** which is not stored in your Photo Library:

3a Tap the **Upload** button to add a new file

Upon tapping, the **File Upload** pop-up will appear.

3b Tap the grey box to add a file and follow the prompt

3c Then tap on the **Upload File** button to complete the upload

