O&M TECHNICIANS & SUPERVISORS

WORK TASKS: VIEW ASSET INFORMATION

Provides guidance for viewing asset information associated with 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 From the Work Tasks:

   1 Tap the Asset tab.

2 Upon tapping, the screen will change to the Asset tab:

   2 View Assets associated with the Work Task.

▼ INFORMATION

Any Assets already associate with the Work Task will appear in this section.

3 To add an Asset:

   3a You may tap the Add button to search and select from a list of assets.

   3b Tap the Barcode Scanner to use your device’s camera to scan the barcode on the asset tag.

▼ TIP & TRICKS

Use the Barcode feature to add an Asset to the Work Task.

Simply tap the Barcode button to open the camera. Align the red line in the with the barcode attached to the Asset. The barcode will automatically scan and load the Asset details into the Work Task.
Once an Asset has been scanned and added to the Work Task:

3c View added Asset.

After tapping the Add button, the Asset Pop-Up screen will appear:

4a View Asset(s) associated with the Work Task Location.

4b Tap the Globe button to view All Assets.

4c Use to Search field to narrow search results.

4d Tap Next to view the next page.

4e Tap on the desired Asset record on the list to select and add to the Work Task.

Upon tapping, you will be returned to the Assets screen:

5a View newly added Asset.

5b To remove an Asset, tap the Delete button.