O&M TECHNICIANS & SUPERVISORS

WORK TASKS: VIEW MY OVERDUE TASKS

Provides guidance for users in locating Overdue Work Tasks in FC Mobile (OTG)

▼ GETTING STARTED

This guide begins from the Tasks screen. For more information on accessing Tasks refer to the View and Search My Tasks job aid.

DIRECTIONS:

1. From the Tasks screen:

   1. Tap on the Overdue filter button to view Overdue Work Tasks only in your Task Queue

▼ INFORMATION

Overdue Work Tasks are Work Tasks which have not been completed within the allotted time.

As such, Overdue Work Tasks will have a higher priority in Facilities Connect and should be completed as soon as possible. The Overdue filter will show all Overdue Work Tasks with the most overdue task sorted to the top of the list.

2. Scroll through the Task Queue to view all Overdue Work Tasks.

   2. Tap on an Overdue Work Task to view additional details