Upon tapping, the Tasks screen will appear. On the left side of the screen will be the Task Queue. It will default to Today’s Tasks.

2a View Today’s Tasks
2b Tap on a Work Task to view additional details

**INFORMATION**

Today’s Tasks is the prioritized list of Work Tasks, with the most urgent at the top. Today’s Tasks includes: Overdue, Emergency, Corrective, and Preventive work tasks.
O&M TECHNICIANS & SUPERVISORS
WORK TASKS: VIEW & SEARCH MY TASKS

DIRECTIONS:

3. From the Task Queue, you may also locate a Work Task by using the available Search Bar.

3a. To filter, enter keyword text into the Search Bar

▼ TIP & TRICKS

Search Recommendations:
- Work Task #
- Location
- Building Name
- Description Text
- Task Type
- Request Class
- Status
- Priority

3b. Once located, tap on the Work Task for more detail