O&M TECHNICIANS & SUPERVISORS
ACCESS + NAVIGATION: FC MOBILE (OTG)

Provides guidance on navigating the screens, commands, and capabilities of the FC Mobile (OTG) application.

DIRECTIONS:

1. From your iPad Home Screen:
   1. Tap on the On The Go (OTG) application icon.

2. Upon tapping, the screen will change to the User Profile Select screen:
   2. Tap the blue arrow to select your User profile.
DIRECTIONS:

3 Upon tapping, the screen will change to the Northwestern Online Passport:

3a Enter your NetID and Password.

3b Tap the LOG IN button.

The My Dashboard screen is both the landing page and the main view of FC Mobile (OTG).
DIRECTIONS:

5 From **My Dashboard** you can access:

5a **My Tasks**: access to all tasks that have been assigned to you. Also shows overdue and completed tasks.

5b **Timesheets**: view hours you have logged for the current day/week. You can also create a new Time Entry.

5c **Requests**: access to all the Requests that you have submitted. You can also create a new Request.

5d **Assets**: view all assets related to assigned tasks.

There are also two graphs displayed:

6a **My On Time History This Week**: shows the hours that you have logged in the current week.

6b **Incomplete Tasks by Due Date**: a breakdown of all tasks that are overdue or incomplete.
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**DIRECTIONS:**

**My Tasks buttons:**

- **Tasks Due Today:** all tasks assigned to you that are due on the current day.
- **Tasks Over Due:** all tasks assigned to you that are overdue.
- **Recently Completed:** tasks that you have completed within the past week.

**Timesheets buttons:**

- **Hours Logged Today:** hours that you have logged in a current day.
- **Hours Logged This Week:** hours that you have logged in the current week.
- **Create Time Entry:** create a new Time Entry for a Work Task or Time Off.

**Requests buttons:**

- **My Active Request:** all active requests that you have submitted to Facilities Connect.
- **Pending Approval:** requests that require approval.
- **Create Request:** allows you to create a request directly from OTG.

**Assets buttons:**

- **Linked to Active Tasks:** all the assets that are linked to your assigned and active tasks.
- **On Task with Warranties:** assets that are linked to your assigned and active tasks that contain warranties.
DIRECTIONS:

11. On the upper right-hand corner of the screen, there are several Action Buttons:
   11a. **Syncing**: syncs the data on the FC Mobile (OTG) app with the main FC desktop database.
   11b. **Notifications**: when you are assigned a task, a notification will be sent to FC Mobile.
   11c. **Main Menu**: or the hamburger menu, gives you shortcut access back to main sections from ANY screen you are on.

12. **Syncing**
   12a. **Sync arrows**: tap on the sync arrows to push an update of the server with new entries or changes you have entered. It will also download any updates that have been entered from other users on FC Mobile or FC Desktop.
   12b. **X**: If you want to stop or cancel the sync, tap on the X. You can re-tap the Sync at any time.
   12c. **Orange sync icon**: this icon appears when you are not connected to the FC database. Tap on the icon and the Single Sign On screen will appear.
DIRECTIONS:

13 Notifications

**Notification icon:** will show how many unread notifications you have read.

**Notification banner:** Displays your notifications. Click on the notification to be taken to the Work Task detail.

14 Main Menu

Tap the hamburger menu icon to travel back to any of the sections listed.

▼ INFORMATION

You can also make changes to the OTG Settings or your Profile from the Main Menu.