

O&M TECHNICIANS & SUPERVISORS

WORK TASKS: ADD A TIME ENTRY

Provides guidance on creating a new Time Entry directly in a Work Task on FC Mobile (OTG)

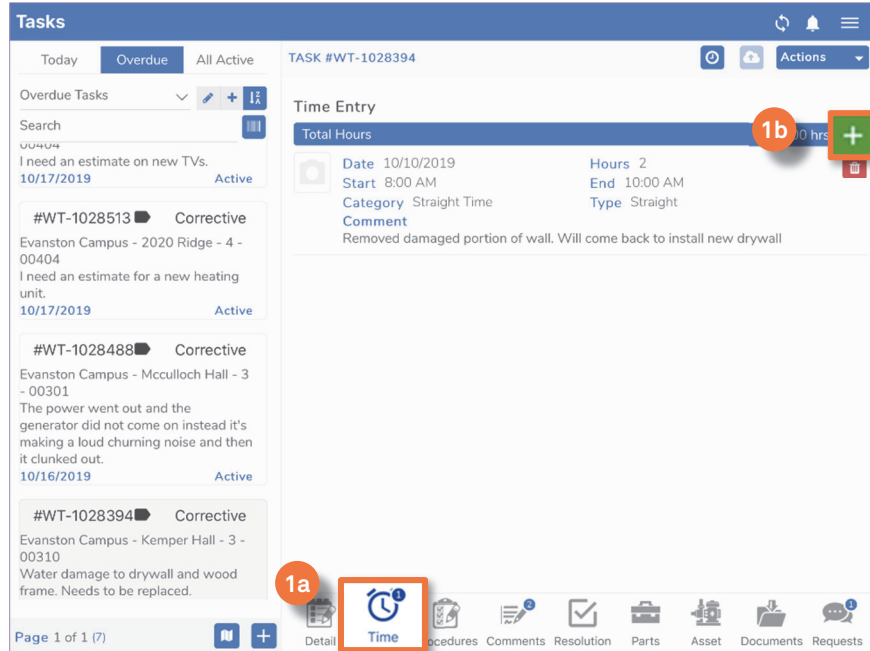
▼ GETTING STARTED

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 To create a Time Entry:

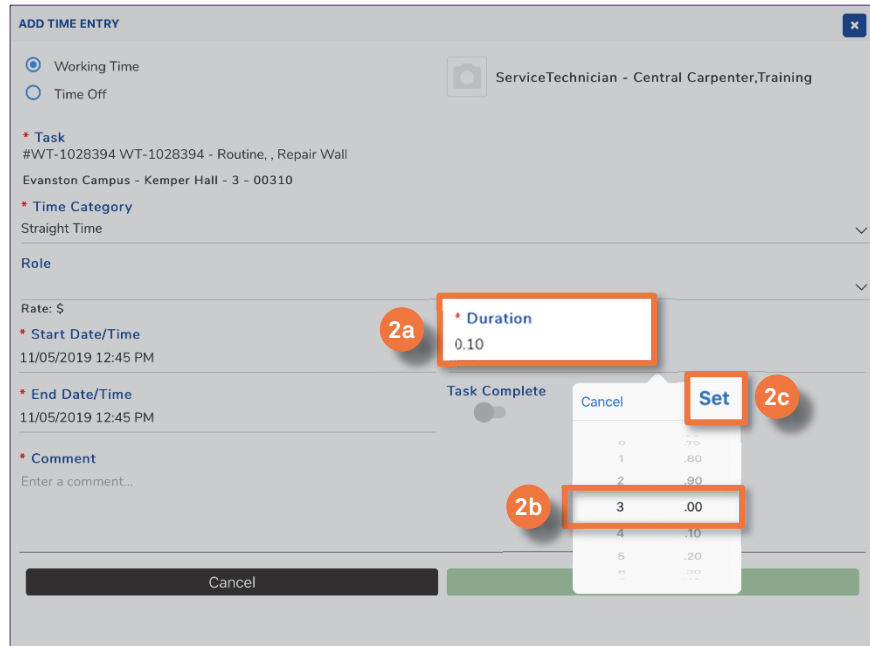
- 1a Navigate to the **Time** tab.
- 1b Tap on the **Green (+)** button.



2 Several fields will pre-populate with the Work Task information.

To complete the remaining required fields:

- 2a Select the **Duration** field.
- 2b Scroll to select the amount of time spent working on the task.
- 2c Tap on the **Set** button to confirm.



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DIRECTIONS:

3 Next, enter the **Date and Time** information for the work task:

- 3a** Select the **Start Date/Time** field.
- 3b** Scroll to the correct **Start Month/Day/Year**.
- 3c** Scroll to the correct **Start Time**.
- 3d** Tap on the **Set** button to confirm.

▼ INFORMATION

The **End Time/Date** will auto-populate based on the **Start Time/Date** and **Duration** information.

4 Enter a **Comment**:

- 4** Enter a **Comment** that describes the work completed during this time.



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DIRECTIONS:

5 **OPTIONAL:** If this is the final time entry you will have for this Work Task, you may also mark the task complete by doing the following:

5 Toggle the **Slider Button** (to the right) to mark your work on this task as fully complete.

▼ INFORMATION

By marking the Work Task fully complete, you are indicating that you will have no further labor to add to this Work Task.

6 Once you have entered all of the required information:

6 Tap on **Add Time Entry** to complete your Time Entry and Save.

▼ IMPORTANT

If a **Resolution** does not exist on the Work Task, will be prompted to enter one after you save the Time Entry.

ADD TIME ENTRY

Working Time ServiceTechnician - Central Carpenter,Training

Time Off

* **Task**
#WT-1028394 WT-1028394 - Routine, , Repair Wall
Evanston Campus - Kemper Hall - 3 - 00310

* **Time Category**
Straight Time

Role

Rate: \$

* **Start Date/Time** 11/05/2019 8:00 AM * **Duration** 3.00

* **End Date/Time** 11/05/2019 11:00 AM **Task Complete**

* **Comment**
Installed new drywall

Cancel Add Time Entry

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Rate: \$

* **Start Date/Time** 11/05/2019 8:00 AM * **Duration** 3.00

* **End Date/Time** 11/05/2019 11:00 AM **Task Complete**

* **Comment**
Installed new drywall

Cancel **Add Time Entry**