

### O&M TECHNICIANS & SUPERVISORS

# WORK TASKS: VIEW & SEARCH MY TASKS

Provides guidance for locating the user's assigned tasks in FC Mobile (OTG)

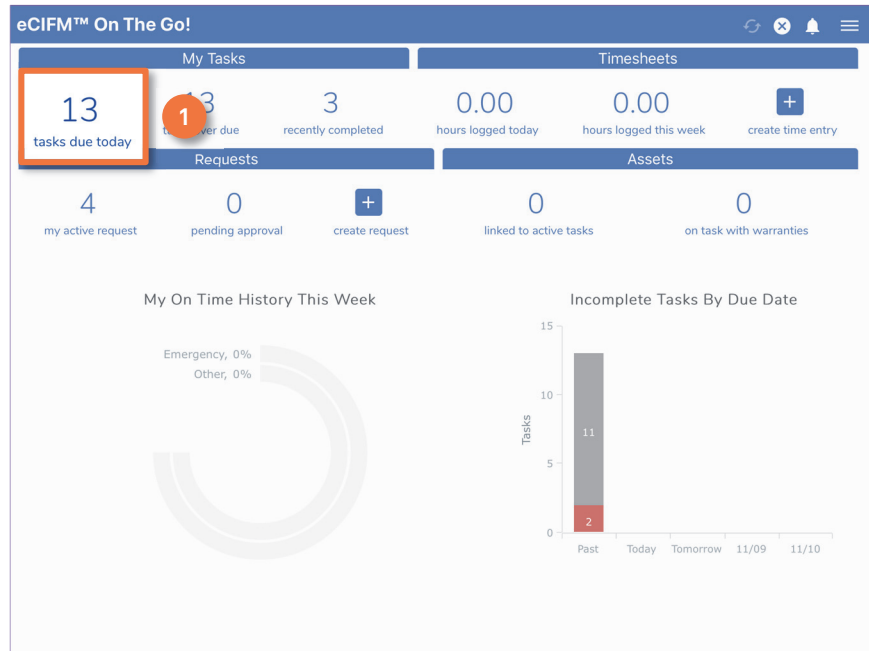
#### ▼ GETTING STARTED

This guide begins from the **My Dashboard** screen. For more information on logging into FC Mobile (OTG) refer to the **Access + Navigation: FC Mobile (OTG)** job aid.

#### DIRECTIONS:

### 1 From My Dashboard:

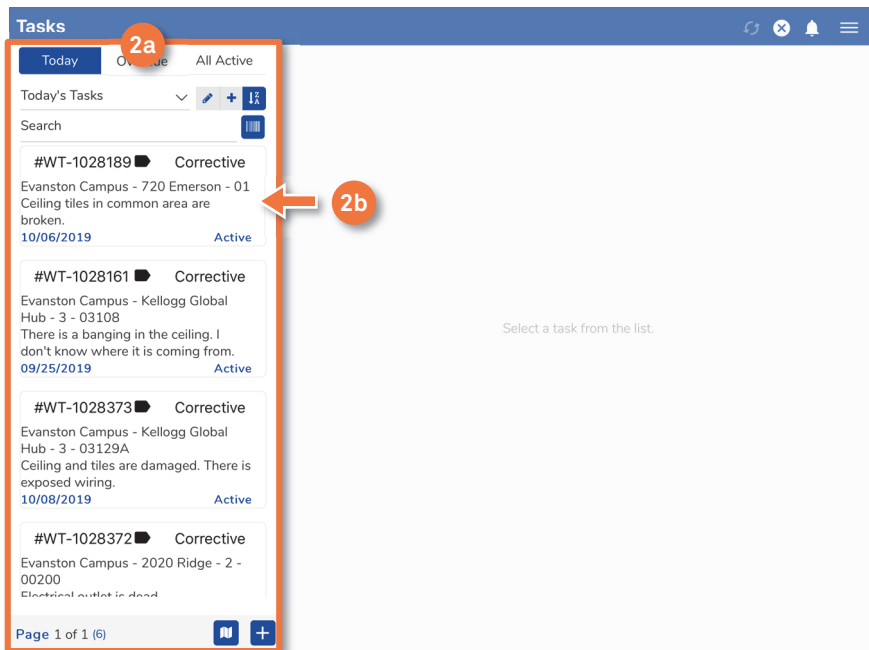
1 Tap **Tasks Due Today**



2 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.

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# WORK TASKS: VIEW & SEARCH MY TASKS

#### DIRECTIONS:

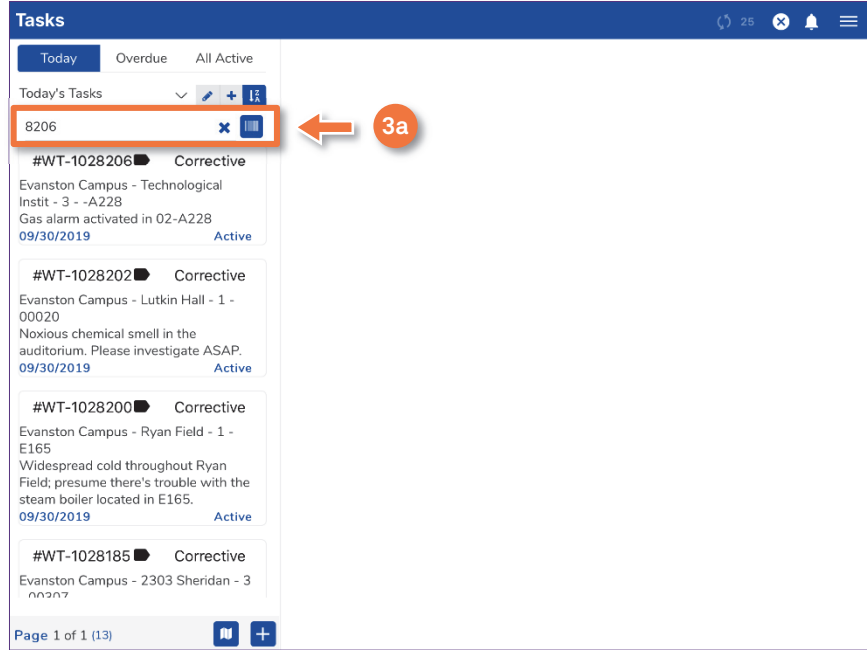
**3** From the **Task Queue**, you may also locate a **Work Task** by using the available Search Bar.

**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

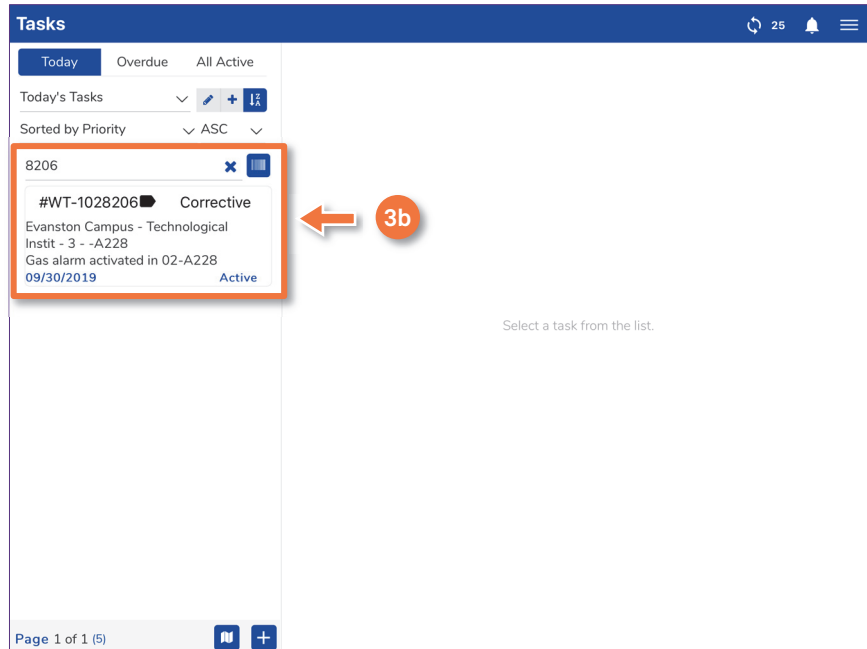


The screenshot shows the 'Tasks' app interface. At the top, there are tabs for 'Today', 'Overdue', and 'All Active'. Below the tabs, there is a search bar containing the text '8206'. An orange box highlights the search bar and the first task entry. A red arrow points from the '3a' callout to the search bar. The task list includes:

- #WT-1028206 Corrective  
Evanston Campus - Technological  
Instit - 3 - -A228  
Gas alarm activated in 02-A228  
09/30/2019 Active
- #WT-1028202 Corrective  
Evanston Campus - Lutkin Hall - 1 -  
00020  
Noxious chemical smell in the  
auditorium. Please investigate ASAP.  
09/30/2019 Active
- #WT-1028200 Corrective  
Evanston Campus - Ryan Field - 1 -  
E165  
Widespread cold throughout Ryan  
Field; presume there's trouble with the  
steam boiler located in E165.  
09/30/2019 Active
- #WT-1028185 Corrective  
Evanston Campus - 2303 Sheridan - 3  
00007

Page 1 of 1 (13)

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



The screenshot shows the 'Tasks' app interface. At the top, there are tabs for 'Today', 'Overdue', and 'All Active'. Below the tabs, there is a search bar containing the text '8206'. An orange box highlights the first task entry. A red arrow points from the '3b' callout to the task entry. The task list includes:

- #WT-1028206 Corrective  
Evanston Campus - Technological  
Instit - 3 - -A228  
Gas alarm activated in 02-A228  
09/30/2019 Active

Select a task from the list.

Page 1 of 1 (5)