



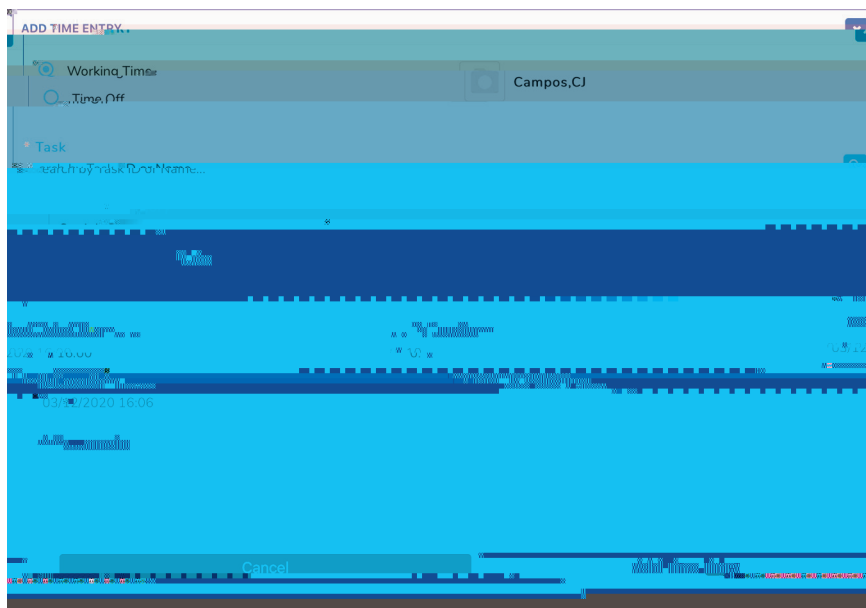
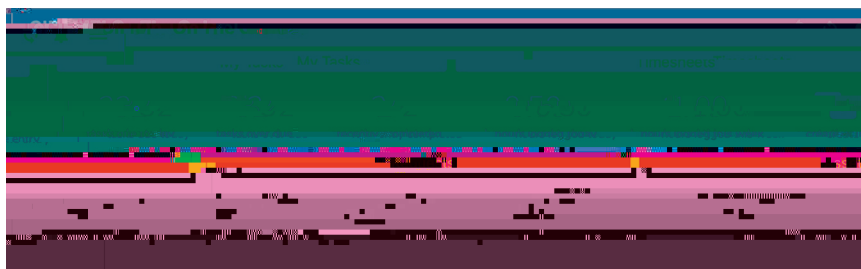
O&M TECHNICIANS & SUPERVISORS

TIMESHEETS: CREATE A TIME ENTRY FOR A WORK TASK

Provides guidance for creating a time entry for a Work Task in FC Mobile (OTG)

DIRECTIONS:

1 From My Dashboard, in the



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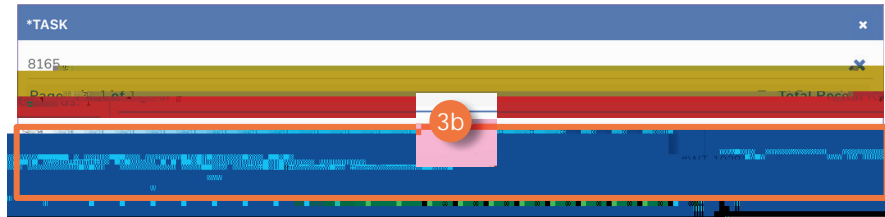
3 In the Task section:

3a Tap on the Magnifying Glass button.



Upon tapping the *Task pop-up window will appear.

3b Select the Work Task you wish to use.



IMPORTANT

When using *Task to search for a Work Task, only Work Tasks for which you are assigned will appear.

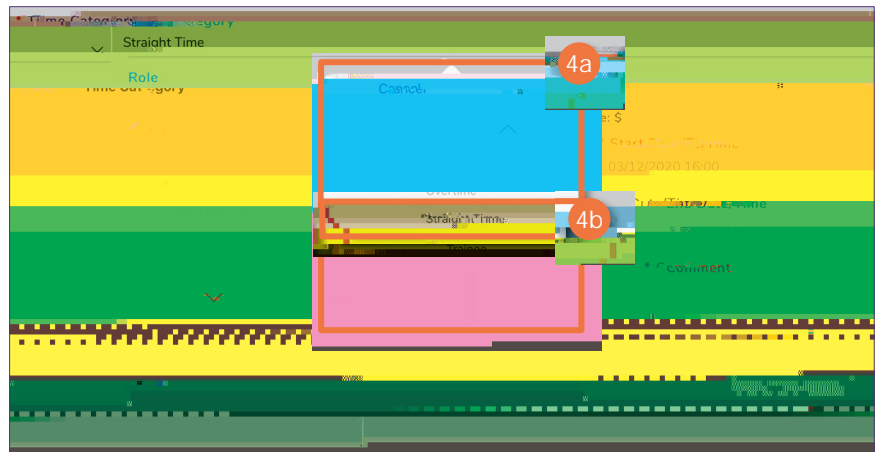
TIP & TRICKS

Utilize the search function to narrow your search. You can search by: Work Task ID, building number, building name, request category, etc.

4 In the Time Category section:

4a Tap on the Time Category drop-down menu.

4b Select the Time Category you wish to use.



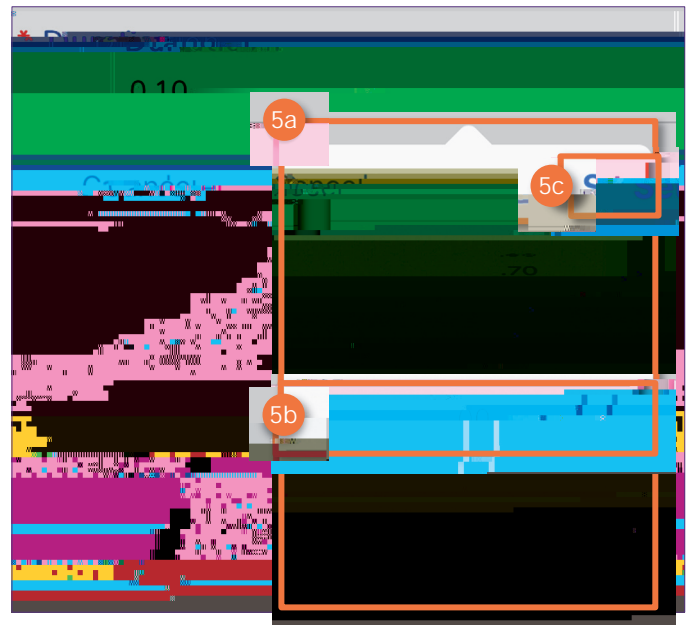
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DIRECTIONS:

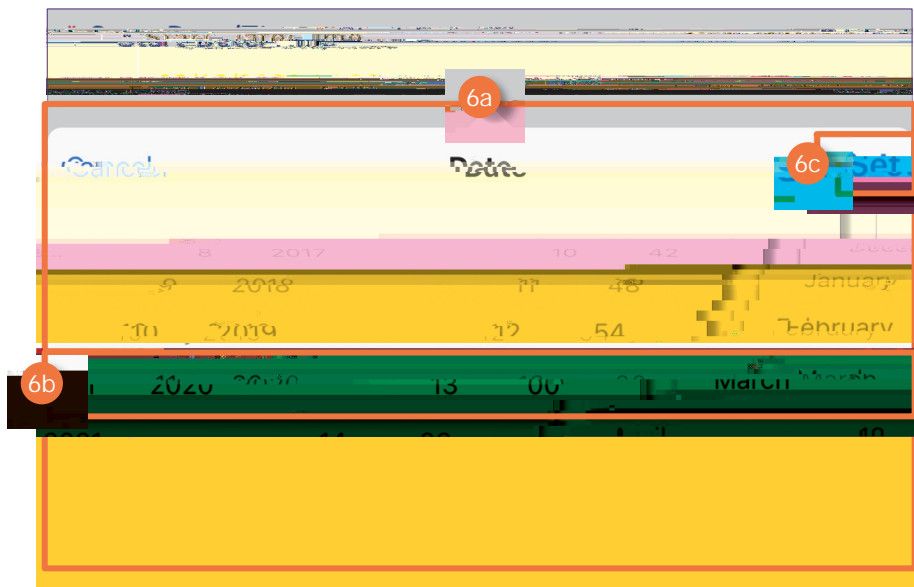
5 In the **Duration** section:

- 5a Tap on the **Duration** drop-down menu.
- 5b Adjust the scroll bar to enter how long you spent working on the **Work Task**.
- 5c Tap on the **Set** button.



6 In the **Start Date/Time** section:

- 6a Tap on the **Start Date/Time** drop-down menu.
- 6b Adjust the scroll bar to enter the **Work Task's** start date and time.
- 6c Tap on the **Set** button.



INFORMATION

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

7 In the **Comment** section:

- 7 Enter a comment that describes the work completed during the selected time frame.

