

O&M TECHNICIANS & SUPERVISORS

WORK TASKS: PLACE A WORK TASK ON HOLD

Provides guidance on how to place a hold on a Work Task in FC Mobile (OTG)

GETTING STARTED

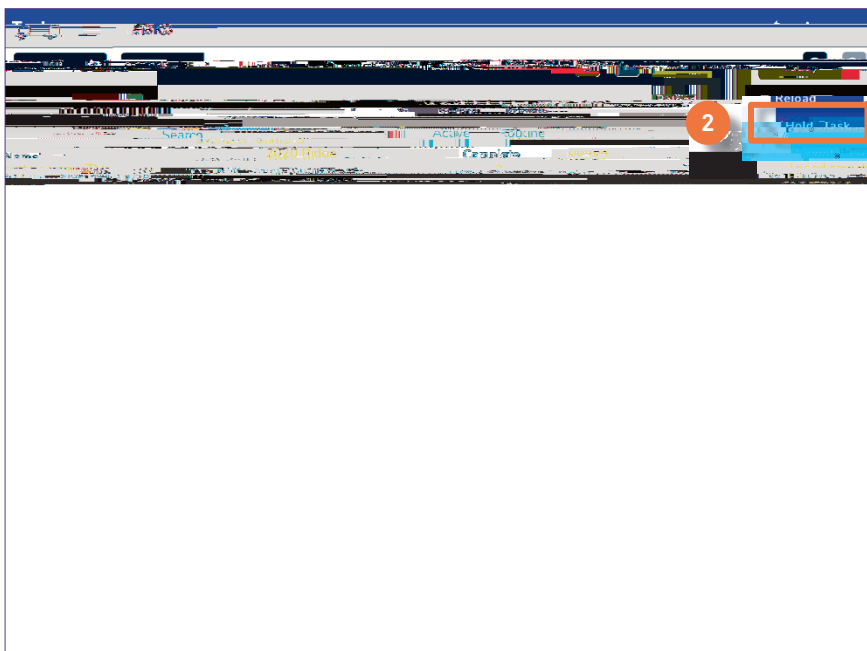
This guide begins from an opened **W**ork **T**ask. For more information on accessing a **W**ork **T**ask refer to **V**iewing **W**ork **T**ask **D**etails (.16).

DIRECTIONS:

- 1 From the Work Task Detail screen, tap on the **A**ctions drop down menu.



- 2 Select the **H**old **T**ask option.

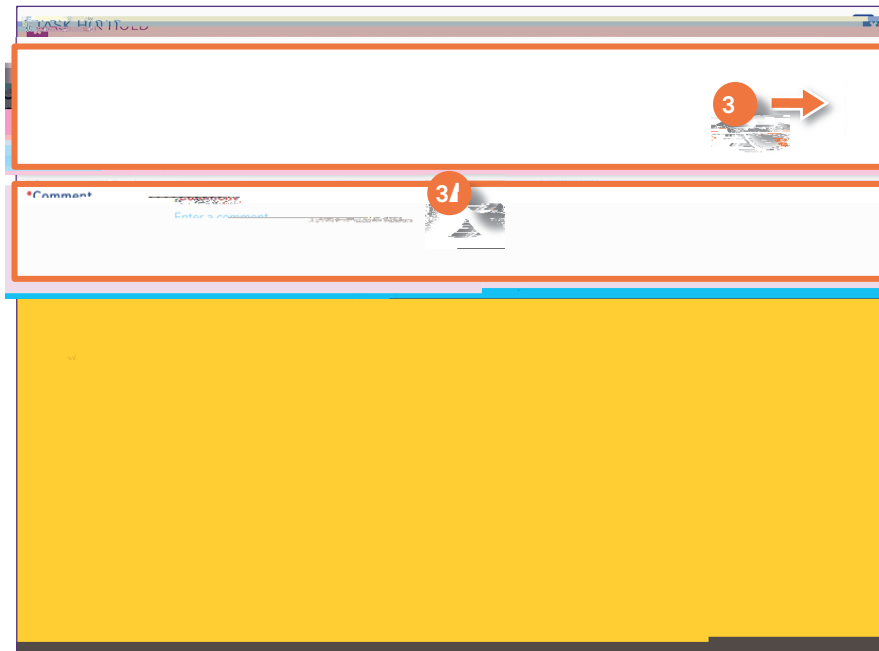


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DIRECTIONS:

- 3 Complete the **T**ask **H**old **F**orm:
 - 3 Tap on the correct **H**old **T**ype.
 - 3/ Add a **C**omment which provides details for the hold.



- 4 Once you have completed the required information, tap on the **OK** button to complete the hold.

