



O&M TECHNICIANS & SUPERVISORS

TIMESHEETS: OVERVIEW AND HOURS LOGGED TODAY

Provides an overview of Timesheets and hours logged today 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 **Accessing FC Mobile (OTG)** job aid.

DIRECTIONS:

1 From **My Dashboard**, in the **Navigation** section:

- 1 Tap on the **Hours Logged Today** button.



INFORMATION

When selecting **Hours Logged Today** from **My Dashboard**, the **Hours Logged Today** screen will open on the **Dashboard** view.

2 Upon tapping, you will be taken to the **Hours Logged Today** screen. From the **Dashboard** view:

- 2 View **Current**.
- 2 View individual **Employee** details.
- 2 View the **Employee Performance**.



