
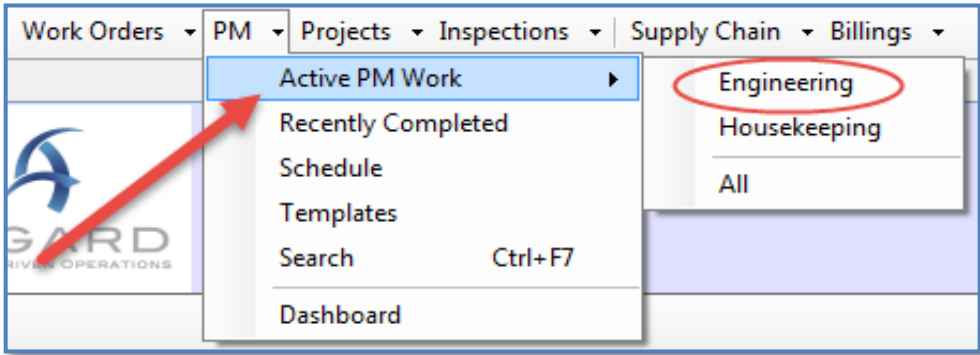


## Mass-Completing PM Work Orders

Follow the steps below to Mass-Complete PM work orders in the Asgard desktop application.

	<p>Scenario: <i>Staff member, Terry Hatcher is finishing his work day and wants to complete multiple PM work orders completed during his scheduled shift.</i></p>
<p><b>Step 1</b></p>	<p>Open the Active PM Work drop down from the PM menu tab. Select a Department.</p> 

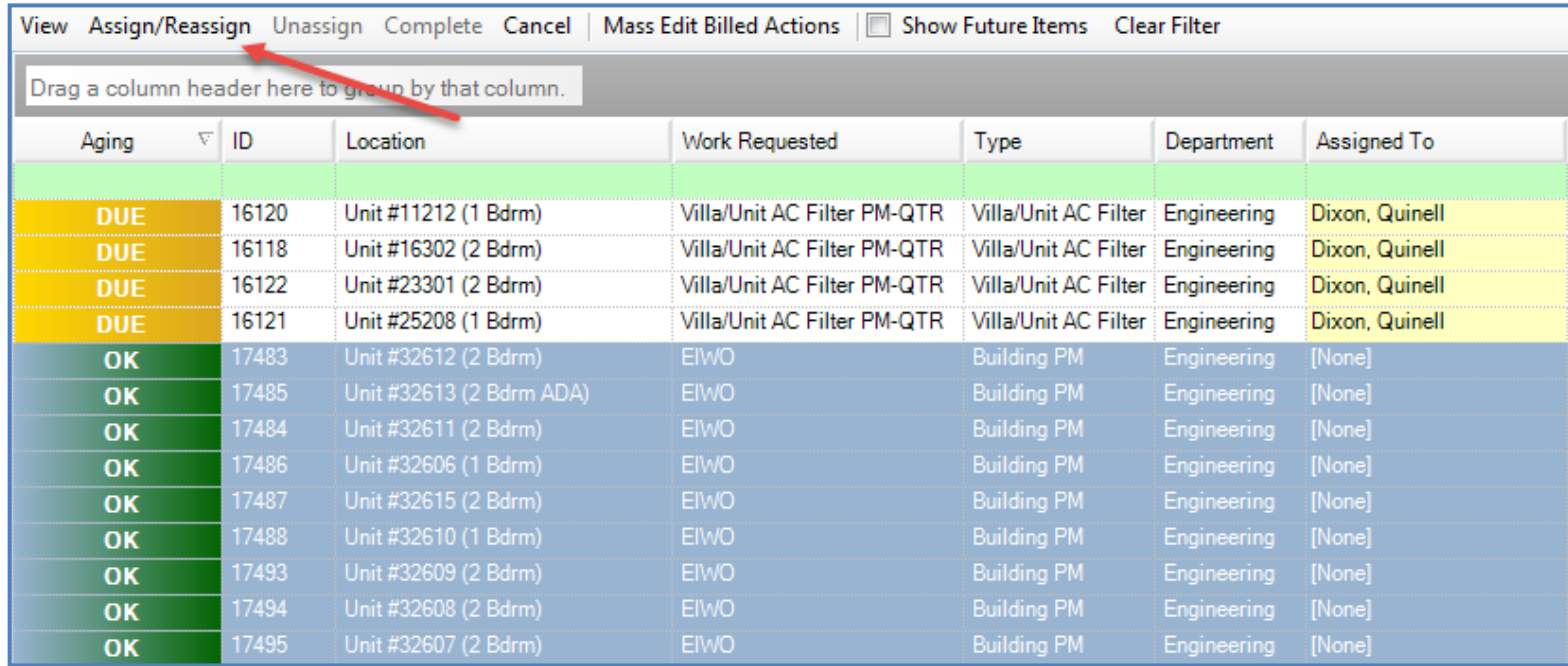
**Step 2**

Select the group of work orders that you want to Mass-Complete. To do so, select a work order, press and hold the Shift key to select sequential work orders, or the Control key to select random work orders.

View Assign/Reassign Unassign Complete Cancel   Mass Edit Billed Actions   <input type="checkbox"/> Show Future Items Clear Filter							
Drag a column header here to group by that column.							
Aging	ID	Location	Work Requested	Type	Department	Assigned To	
DUE	16120	Unit #11212 (1 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell	
DUE	16118	Unit #16302 (2 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell	
DUE	16122	Unit #23301 (2 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell	
DUE	16121	Unit #25208 (1 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell	
OK	17483	Unit #32612 (2 Bdrm)	EIWO	Building PM	Engineering	[None]	
OK	17485	Unit #32613 (2 Bdrm ADA)	EIWO	Building PM	Engineering	[None]	
OK	17484	Unit #32611 (2 Bdrm)	EIWO	Building PM	Engineering	[None]	
OK	17486	Unit #32606 (1 Bdrm)	EIWO	Building PM	Engineering	[None]	
OK	17487	Unit #32615 (2 Bdrm)	EIWO	Building PM	Engineering	[None]	
OK	17488	Unit #32610 (1 Bdrm)	EIWO	Building PM	Engineering	[None]	
OK	17493	Unit #32609 (2 Bdrm)	EIWO	Building PM	Engineering	[None]	
OK	17494	Unit #32608 (2 Bdrm)	EIWO	Building PM	Engineering	[None]	
OK	17495	Unit #32607 (2 Bdrm)	EIWO	Building PM	Engineering	[None]	

### Step 3

Assign the work to an employee for completion. Click the Assign/Reassign button.

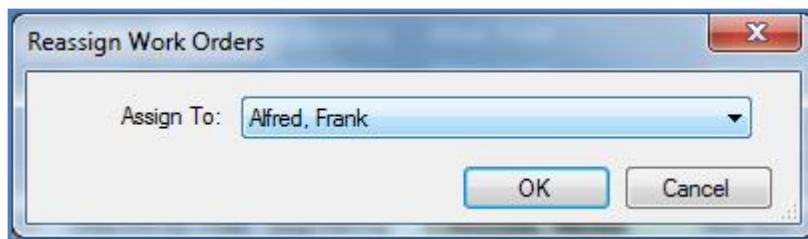


View Assign/Reassign Unassign Complete Cancel Mass Edit Billed Actions  Show Future Items Clear Filter

Drag a column header here to group by that column.

Aging	ID	Location	Work Requested	Type	Department	Assigned To
DUE	16120	Unit #11212 (1 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell
DUE	16118	Unit #16302 (2 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell
DUE	16122	Unit #23301 (2 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell
DUE	16121	Unit #25208 (1 Bdrm)	Villa/Unit AC Filter PM-QTR	Villa/Unit AC Filter	Engineering	Dixon, Quinell
OK	17483	Unit #32612 (2 Bdrm)	EIWO	Building PM	Engineering	[None]
OK	17485	Unit #32613 (2 Bdrm ADA)	EIWO	Building PM	Engineering	[None]
OK	17484	Unit #32611 (2 Bdrm)	EIWO	Building PM	Engineering	[None]
OK	17486	Unit #32606 (1 Bdrm)	EIWO	Building PM	Engineering	[None]
OK	17487	Unit #32615 (2 Bdrm)	EIWO	Building PM	Engineering	[None]
OK	17488	Unit #32610 (1 Bdrm)	EIWO	Building PM	Engineering	[None]
OK	17493	Unit #32609 (2 Bdrm)	EIWO	Building PM	Engineering	[None]
OK	17494	Unit #32608 (2 Bdrm)	EIWO	Building PM	Engineering	[None]
OK	17495	Unit #32607 (2 Bdrm)	EIWO	Building PM	Engineering	[None]

On the Reassign Work Orders dialog box, use the drop down to choose a desired assignee. Click the OK button.



Reassign Work Orders

Assign To: Alfred, Frank

OK Cancel



Note: The work orders must be assigned to an employee before they can be completed. If you are using Mobile Devices, the work orders will appear on the mobile device as soon as they are assigned.

**Step 4**

Click the Complete button on the main toolbar.

Aging	ID	Location	Work Requested	Type	Department	Assigned To
OK	17485	Unit #32613 (2 Bdrm ADA)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17484	Unit #32611 (2 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17486	Unit #32606 (1 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17487	Unit #32615 (2 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17488	Unit #32610 (1 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17483	Unit #32612 (2 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17493	Unit #32609 (2 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17494	Unit #32608 (2 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank
OK	17495	Unit #32607 (2 Bdrm)	EIWO	Building PM	Engineering	Alfred, Frank

**Step 5**

Click the plus sign next to Set the Same Value for All Work Orders. With the calculate duration dial selected, click the radio button to Calculate Start Date/Time.

Complete Work Orders..

Dates and Times:  Calculate Start  Calculate Duration  Calculate Completion

Set the Same Value for All Work Orders

Start Date/Times to: 1/27/2015 2:32 PM

Durations to: Days: 0 Hours: 0 Minutes: 0

Completion Date/Times to: 1/27/2015 2:32 PM

Actions Taken to:

Go

Click the radio button to update the Completion Date/Time of the work order.

Complete Work Orders..

Dates and Times:  Calculate Start  Calculate Duration  Calculate Completion

Set the Same Value for All Work Orders

Start Date/Times to: 1/27/2015 2:32 PM

Durations to: Days: 0 Hours: 0 Minutes: 33

Completion Date/Times to: 1/27/2015 3:05 PM

Actions Taken to:

Go

**Step 6**

If Actions Taken is enabled for your site, you have the option to update every work order task associated with the work order before completing. Select the radio button next to Actions Taken to choose the appropriate action and click Go.

Complete Work Orders..

Dates and Times:  Calculate Start  Calculate Duration  Calculate Completion

Set the Same Value for All Work Orders

Start Date/Times to: 1/27/2015 2:32 PM

Durations to: Days: 0 Hours: 0 Minutes: 33

Completion Date/Times to: 1/27/2015 3:05 PM

Actions Taken to:

Go

Task Complete--See Comments  
Task Incomplete--See Comments  
Guest Request Complete

**Step 7**

To update tasks to each individual work order use the drop down arrow to the right of Action Taken.

Name	Started	Duration	Completed	ActionTaken
Villa/Unit AC Filter PM-QTR	1/27/2015 2:32 PM	000 days 00:00	1/27/2015 2:32 PM	Complete--See Comments
Villa/Unit AC Filter PM-QTR	1/27/2015 2:32 PM	000 days 00:00	1/27/2015 2:32 PM	Task Complete--See Comments
Villa/Unit AC Filter PM-QTR	1/27/2015 2:32 PM	000 days 00:00	1/27/2015 2:32 PM	Task Incomplete---See Comments
Villa/Unit AC Filter PM-QTR	1/27/2015 2:32 PM	000 days 00:00	1/27/2015 2:32 PM	Guest Request Complete
Villa/Unit AC Filter PM-QTR	1/27/2015 2:32 PM	000 days 00:00	1/27/2015 2:32 PM	Guest Request Incomplete---See Comments
Villa/Unit AC Filter PM-QTR	1/27/2015 2:32 PM	000 days 00:00	1/27/2015 2:32 PM	Plugged in Television
Villa/Unit AC Filter PM-QTR	1/27/2015 2:32 PM	000 days 00:00	1/27/2015 2:32 PM	Replaced Television
				Educated Guest on Television
				Repaired Television - Screen

Comments (for all):

**OK** Cancel

Once all the data has been added click OK. The work orders will no longer appear on the Active PM Screen.

**Step 8**

To view a completed work order, select Recently Completed under the PM menu tab.

