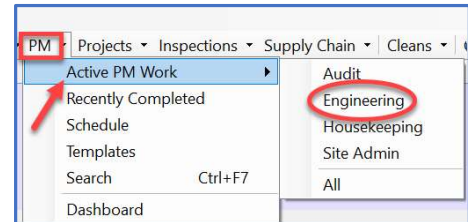


Completing PM Work Orders (All Tasks Complete)

Step 1: Open the *Active PM* work drop down from the PM menu tab. Select a *Department*.



Step 2: Highlight the PM work order that you would like to complete from the *Active PM* list. Click the drop-down arrow in the *Assigned To* column and select an assignee from the list.

Aging	Location	Work Requested	Assigned To	Last Completed
OK	Bldg 2, Pool	Pool PM-WKL	[None]	7/9/2021
OK	Bldg 1, Pool	Pool PM-WKL	User Full Name	
OK	Bldg 3, Pool	Pool PM-WKL	[None]	
OK	Garden Oasis Pool	Pool PM-WKL	Abrix, Leanne	
OVERDUE	Bldg 2, Pool	Pool PM-WKL	Chamblain, William	
OVERDUE	Garden Oasis Pool	Pool PM-WKL	Chavez, Jose	
OVERDUE	Bldg 3, Pool	Pool PM-WKL	Farro, Royston	
OVERDUE	Bldg 1, Pool	Pool PM-WKL	George, Bob	
OK	Unit #3304 (2 Bdrm)	A/C Filter Change PM-MTH	Green, Miles	
OK	Unit #1201 (1 Bdrm)	A/C Filter Change PM-MTH	[None]	2/26/2020

Step 3: Click the *Complete* button on top of the menu bar.

Aging	ID	Location	Work Requested	Occupied State...	Assigned To
OK	42775	Bldg 2, Pool	Pool PM-WKL	Not Occupied	Jones, Teresa
OK	42774	Bldg 1, Pool	Pool PM-WKL	Not Occupied	[None]

Step 4: The *Complete Work Order* dialogue box will open. Click the radial button for *Duration*, enter the start and stop time, and click **OK**. **All Tasks will automatically complete.**



Completed PMs can be viewed from the *Recently Completed PM Work Screen* up to the last 7 days.

Complete Work Order

Actual Start and Completion:

Started: Calculate 7/27/2021 at 10:22 AM

Duration: Calculate Days: 0 Hours: 0 Minutes: 30

Completed: Calculate 7/27/2021 at 10:52 AM

This work order is being backdated (set Expected Start to Actual Start)

Comment:

OK Cancel