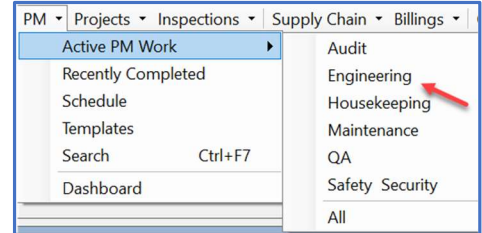# Asgard Desktop Job Aide

Mass–Completing PM Work Orders

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

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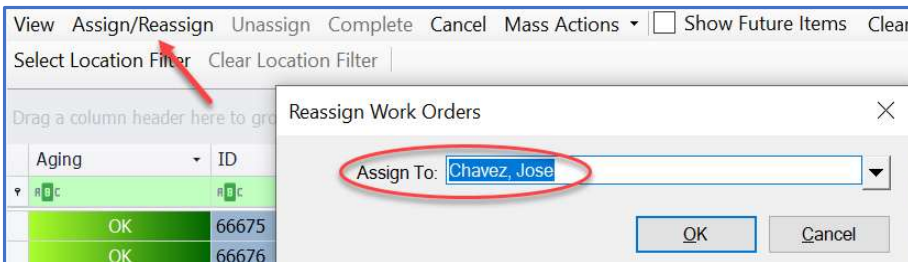

Step 2: Select the group of work orders that you want to Mass-Complete.
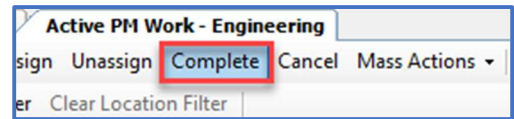

 Press and hold the Shift key to select sequential work orders, or the Control key to select random work orders.

Step 3: Assign a team member to a work order for completion. Click the *Assign/Reassign* button. Select an assignee and click **OK**.
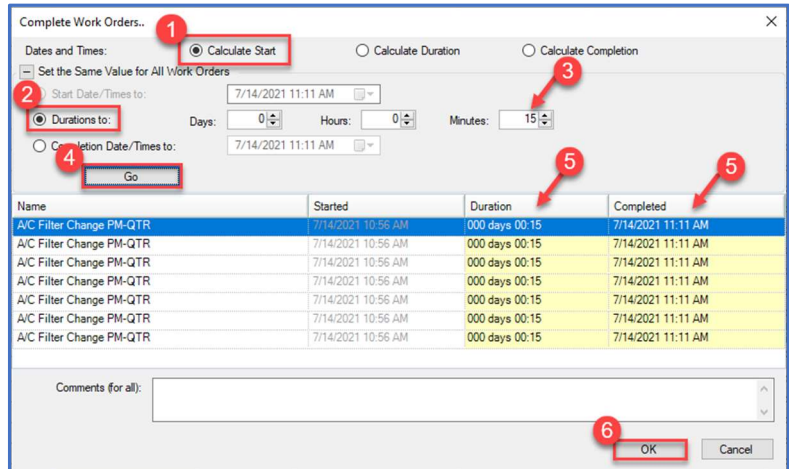

Step 4: Click the *Complete* button on the main toolbar.

Step 5: Tracking work time:

(1) Select *Calculation Start* radial button
(2) Click the *Duration to* radial button
(3) Enter the duration time or estimate
(4) Click **Go** and
(5) All times will be updated in the yellow fields
(6) Select **OK**.

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