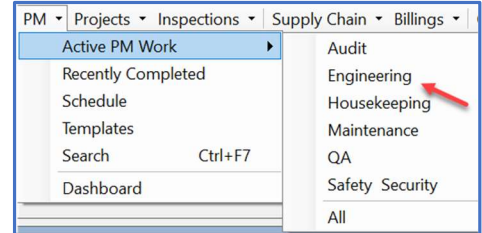


Mass-Completing PM Work Orders

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.



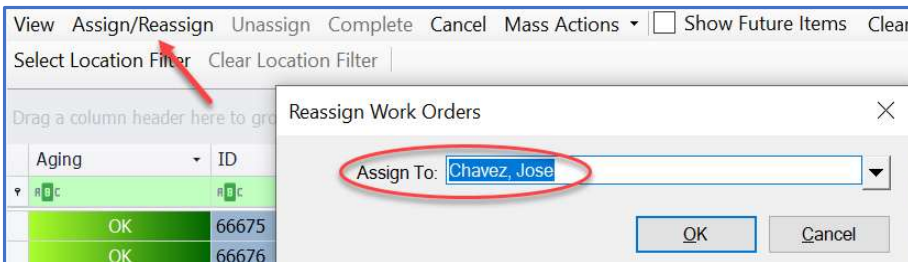
Step 2: Select the group of work orders that you want to Mass-Complete.

Aging	ID	Location	Work Requested	Occupied State...	Assigned To	Last Completed
OK	66675	Unit #20302 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/25/2020
OK	66676	Unit #18305 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/25/2020
OK	66729	Unit #19404 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/25/2020
OK	66730	Unit #20408 (2 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/25/2020
OK	66731	Unit #19101 (2 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/25/2020
OK	66732	Unit #20109 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/25/2020
OK	66733	Unit #20304 (2 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	5/5/2020
OK	66734	Unit #18211 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/29/2020
OK	66735	Unit #18104 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	5/5/2020

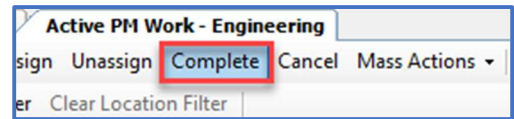


Press and hold the Shift key to select sequential work orders, or the Control key to select random work orders.

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

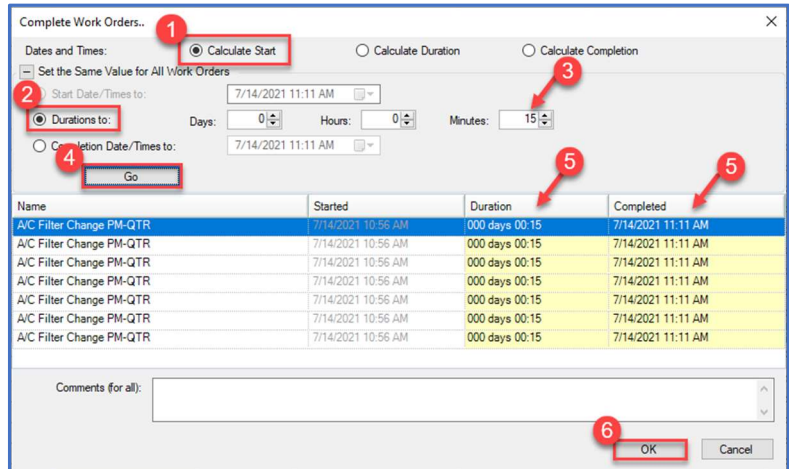


Step 4: Click the Complete button on the main toolbar.



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.