

## Completing a PM (ENG) for Android

<p>1. Tap My Work Orders</p> <p>Then the PM Banner</p>	<p>2. Open the PM to view the Task List</p> <p>Tap Details to view PM info or Pending/Recent for work orders at this location</p>	<p>3. Press Play to start the PM</p> <p>Use the Quick Collapse button to compress sublocation banners; To expand use the banner arrow</p> <p>Tasks can be an "Ungrouped List" and/or grouped by "Sublocation" banners, tap banner to open tasks</p>	<p>4. When the work is done, mark each task complete</p> <p>If needed, add notes to the task</p>
<p>5. Add Comments/Photos</p> <p>Tap New Comments</p> <p>Enter your Comment</p>	<p>6. Take a Photo or Select from Gallery</p> <p>Save</p>	<p>7. Tap Checkmark to Review</p> <p>A warning will appear if any tasks are left incomplete</p> <p>Tap the pencil icon to resolve</p>	<p>8. Select action from list</p> <p>Tap Checkmark to complete</p> <p>Success! Tap OK</p>