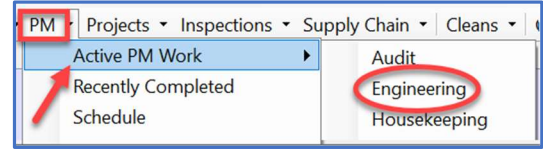
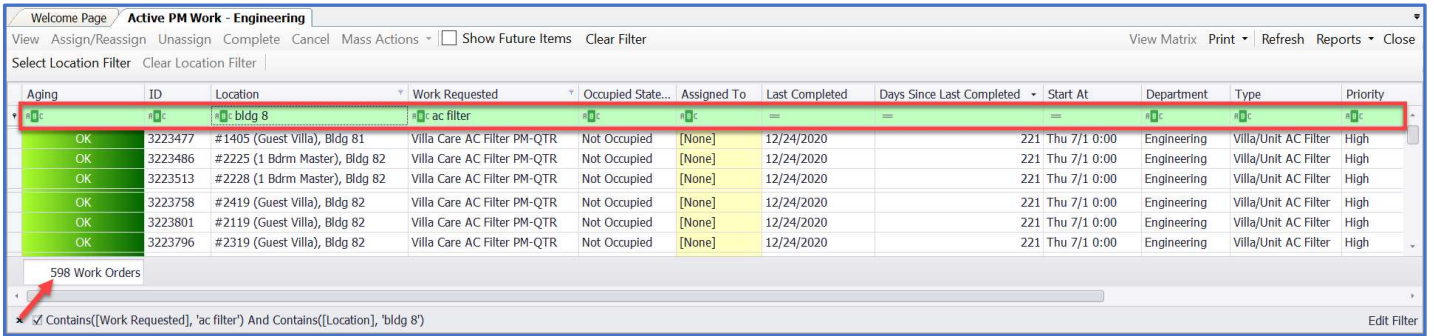


## Prioritizing PMs

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



**Step 2:** The Active PM screen contains all of the active PMs that have been generated for your site by the system at the beginning of the period in which they should be completed. The bottom left-hand corner gives you the total PMs. The different columns provide information at a glance that will help you manage your PM work. Use the green filter bar to narrow the data for a list of all PM work that needs to be completed at that location.



**Step 3:** The two most important columns provide you with critical information that enables you to decide the best course of action when prioritizing and assigning your PM work.



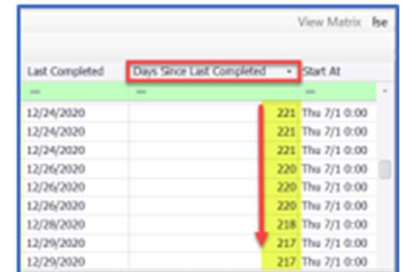
**Last Completed** column gives you the date that the PM work order was last completed at that location.

**Days Since Last Completed** column is the actual number of days since the work was completed at that location.

Location	Work Requested	Assigned To	Last Complet..	Days Since Last Compl...
#802 (2 Bdr...	A/C Filter Change PM-QTR	[None]	5/27/2021	80
#806 (2 Bdr...	A/C Filter Change PM-QTR	[None]	5/28/2021	80
#812 (2 Bdr...	A/C Filter Change PM-QTR	[None]	5/31/2021	76
Front Desk	A/C Filter Change PM-QTR	[None]	5/31/2021	76
#808 (2 Bdr...	A/C Filter Change PM-QTR	[None]	6/2/2021	75
#807 (2 Bdr...	A/C Filter Change PM-QTR	[None]	6/1/2021	75
#811 (2 Bdr...	A/C Filter Change PM-QTR	[None]	6/2/2021	74

**Step 4:** Clicking on **Days Since Last Completed** sorts the PMs up and down numerically, listing the location for the longest time since it was last completed at the top.

ID	Location	Work Requested
42342	Unit #3302 (2 Bdrm)	A/C Filter Change PM-MTH
36164	Unit #3302 (2 Bdrm)	Unit PM-ANN
35496	Unit #3302 (2 Bdrm)	Carpet Care Wall-To-Wall Ex...
36496	Unit #3302 (2 Bdrm)	Deep Clean PM-ANN
36194	Unit #3303 (1 Bdrm)	Unit PM-ANN
40903	Unit #3303 (1 Bdrm)	A/C Filter Change PM-QTR
42360	Unit #3303 (1 Bdrm)	A/C Filter Change PM-MTH



**Step 5:** Clicking on **Location** groups the locations together allowing you to consolidate the work and assign several PMs to be completed by the same technician.