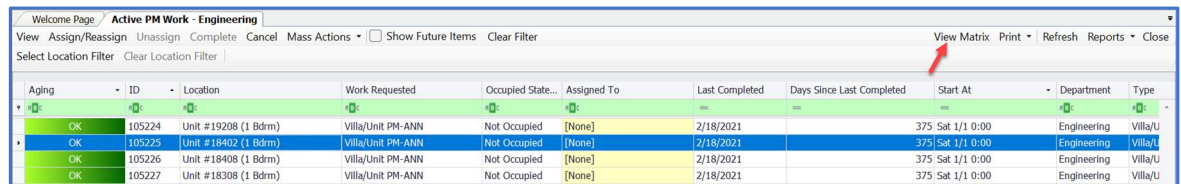## Using the PM Matrix

The Matrix provides a summary view of the status of PMs.
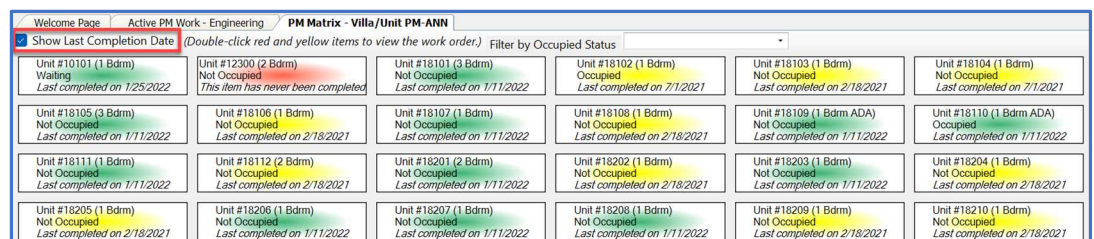
Step 1: Highlight the PM you are interested in and click View Matrix in the upper right-hand corner of the screen.

Step 2: The Matrix shows a complete status view of the highlighted PM for all locations. Check the Show Last Completion Date box see the last date the PM was completed at each location.

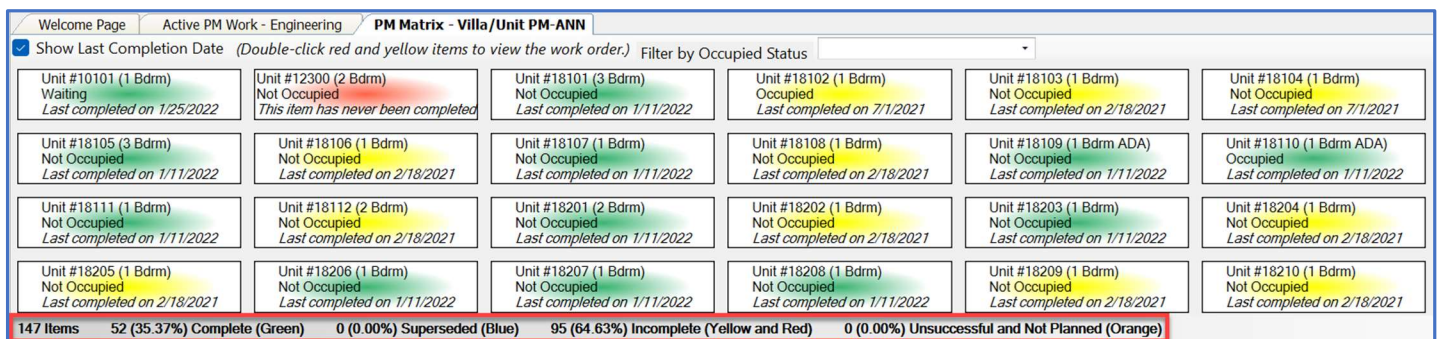*The Period is the recurrence rate Ann, Bi-Ann or Quarterly.*

Step 3: The colors give you additional information. The Color Key and percentage of the completion rate are at the bottom of the page.

GREEN – PM was completed this period

YELLOW – PM was completed last period but has not yet been completed this period

RED – Indicates the PM was not completed for at least the last two periods

ORANGE – Indicates a location is out of service or unavailable

Step 4: To print the Matrix, click the Print button in the right-hand corner.

Step 5: You can view and assign incomplete PMs from the Matrix. Double click on a yellow or red location to open the PM.

Use the Assignee field on the right-hand side of the screen to assign the PM.