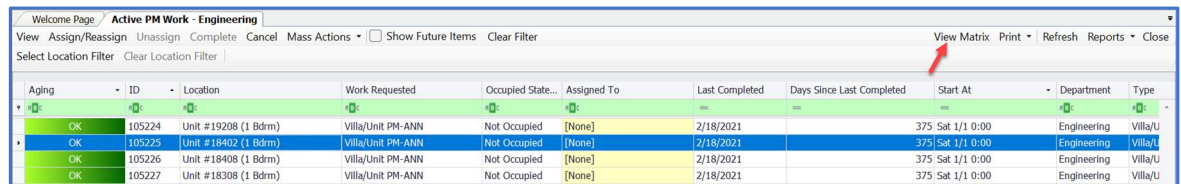


Using the PM Matrix


The Matrix provides a summary view of the status of PMs.

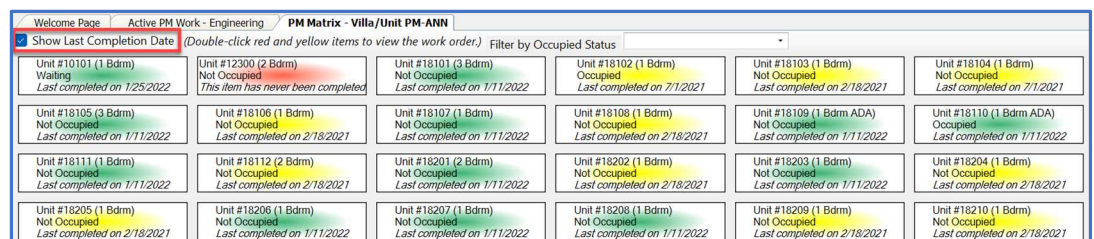
Step 1: Highlight the PM you are interested in and click View Matrix in the upper right-hand corner of the screen.



Aging	ID	Location	Work Requested	Occupied State	Assigned To	Last Completed	Days Since Last Completed	Start At	Department	Type
OK	105224	Unit #19208 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/18/2021		375 Sat 1/1 0:00	Engineering	Villa/U
OK	105225	Unit #18402 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/18/2021		375 Sat 1/1 0:00	Engineering	Villa/U
OK	105226	Unit #18408 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/18/2021		375 Sat 1/1 0:00	Engineering	Villa/U
OK	105227	Unit #18308 (1 Bdrm)	Villa/Unit PM-ANN	Not Occupied	[None]	2/18/2021		375 Sat 1/1 0:00	Engineering	Villa/U

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.



PM Matrix - Villa/Unit PM-ANN					
Filter by Occupied Status					
Unit #10101 (1 Bdrm) Waiting Last completed on 1/25/2022	Unit #12300 (2 Bdrm) Not Occupied This item has never been completed	Unit #18101 (3 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18102 (1 Bdrm) Occupied Last completed on 7/1/2021	Unit #18103 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18104 (1 Bdrm) Not Occupied Last completed on 7/1/2021
Unit #18105 (3 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18106 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18107 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18108 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18109 (1 Bdrm ADA) Not Occupied Last completed on 1/11/2022	Unit #18110 (1 Bdrm ADA) Occupied Last completed on 1/11/2022
Unit #18111 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18112 (2 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18201 (2 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18202 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18203 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18204 (1 Bdrm) Not Occupied Last completed on 2/18/2021
Unit #18205 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18206 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18207 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18208 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18209 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18210 (1 Bdrm) Not Occupied Last completed on 2/18/2021

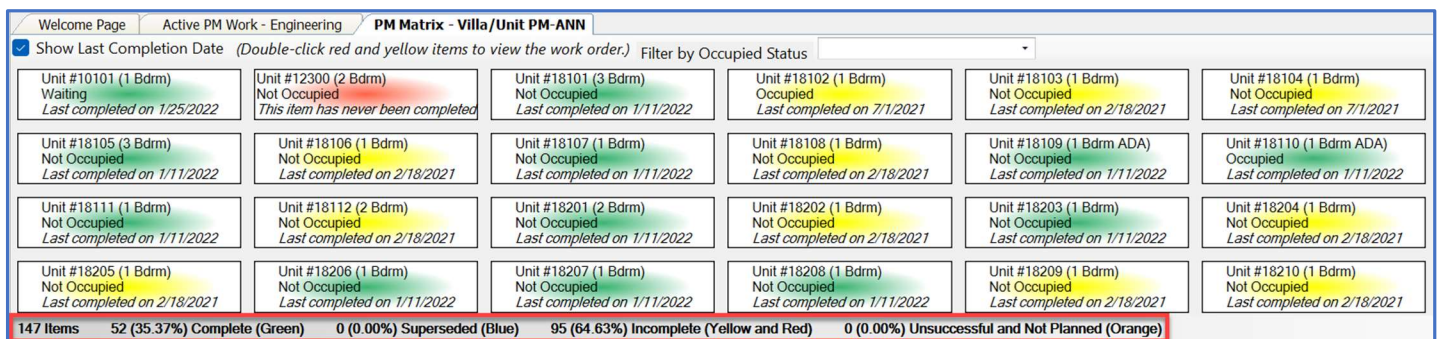
Step 3: The colors give you additional information. The Color Key and percentage of the completion rate are at the bottom of the page.

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



PM Matrix - Villa/Unit PM-ANN					
Filter by Occupied Status					
Unit #10101 (1 Bdrm) Waiting Last completed on 1/25/2022	Unit #12300 (2 Bdrm) Not Occupied This item has never been completed	Unit #18101 (3 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18102 (1 Bdrm) Occupied Last completed on 7/1/2021	Unit #18103 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18104 (1 Bdrm) Not Occupied Last completed on 7/1/2021
Unit #18105 (3 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18106 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18107 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18108 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18109 (1 Bdrm ADA) Not Occupied Last completed on 1/11/2022	Unit #18110 (1 Bdrm ADA) Occupied Last completed on 1/11/2022
Unit #18111 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18112 (2 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18201 (2 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18202 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18203 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18204 (1 Bdrm) Not Occupied Last completed on 2/18/2021
Unit #18205 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18206 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18207 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18208 (1 Bdrm) Not Occupied Last completed on 1/11/2022	Unit #18209 (1 Bdrm) Not Occupied Last completed on 2/18/2021	Unit #18210 (1 Bdrm) Not Occupied Last completed on 2/18/2021
147 Items 52 (35.37%) Complete (Green) 0 (0.00%) Superseded (Blue) 95 (64.63%) Incomplete (Yellow and Red) 0 (0.00%) Unsuccessful and Not Planned (Orange)					

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

The screenshot shows the 'PM Matrix - Villa/Unit' window. It contains a grid of unit status cards. Each card displays the unit number, bedroom count, and status (e.g., 'Waiting', 'Not Occupied', 'Occupied'). A red box highlights the 'Print' button in the top right corner of the window, next to 'Refresh' and 'Close' buttons.

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

The screenshot shows the 'PM Matrix - Villa/Unit PM-ANN' window. It displays a grid of unit status cards. A red box highlights the card for Unit #18106 (1 Bdrm), which is marked as 'Not Occupied' and has a yellow background. The card also shows 'Last completed on 2/18/2021'.

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

The screenshot shows the 'Assignee' field in the PM Matrix - Villa/Unit PM-ANN interface. The dropdown menu is open, displaying a list of names: Mettoun, Scott; Mescudi, Scott; Nahman, Joe; NerysTRN, Daisy; Nguyen, Brandon; Nichols, Nichelle; Nimoy, Leonard; Orr, Crade; Pardo, JD; and Mobile Recel Paul, Pam. A red box highlights the dropdown menu.