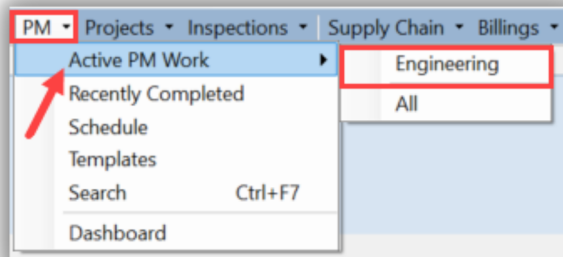




Step 1: Save your photo or document on your computer for easy retrieval

Step 2: Open the Active PM work drop down from the PM menu tab. Select a **Department**



Step 3: Highlight the PM you want to add a photo to and click **View**

Welcome Page Active PM Work								
View	Assign/Reassign	Unassign	Complete	Cancel	Mass Actions	<input type="checkbox"/> Show Future Items	Clear Filter	View Matrix Print Refresh Reports
Select Location Filter Clear Location Filter								
Aging	ID	Location	Work Requested	Assigned To	Last Completed	Days Since Last Completed	Start At	Department
OK	2999	#PG-31601	Air Handler PM-QTR	[None]	3/22/2023		34 Sat 4/8 0:00	Engineering
OK	3000	#PG-1009A	Air Handler PM-QTR	[None]	1/27/2023	88	Sat 4/8 0:00	Engineering
OK	3001	#PG-3407	Air Handler PM-QTR	[None]	3/22/2023	34	Sat 4/8 0:00	Engineering
OK	3002	#PG-31605	Air Handler PM-QTR	[None]	3/22/2023	35	Sat 4/8 0:00	Engineering

Step 4: When the Details screen opens, click the **Comments** tab above the task list

Tasks (0/18) Costs Comments (0) Journal Entries Log Notifications		
Edit	Delete	Move Up Move Down Select All Deselect All
#	Completed	Name
1	<input checked="" type="checkbox"/>	Inspect General Condition
2	<input type="checkbox"/>	Check Electrical Connections
3	<input type="checkbox"/>	Check Coil Fins Straighten If Needed

Step 5: Click **New Comment**

Tasks (0/18) Costs Comments (0) Journal Entries Log Notifications		
New Comment	Edit	Delete
Date	Comment	By

Step 6: Click **Browse** to select the photo from your desktop. A comment must be added. Click **OK**. You can add as many photos as needed



Only .jpg files can be uploaded

New Comment

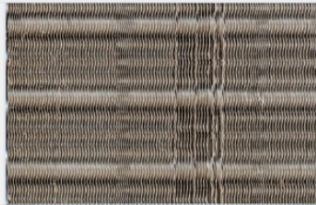
Coil fins cleaned

Picture: C:\Users\Kayla Ross\Pictures\coil fin.jpg

Browse

OK Cancel

Step 7: Success! You have added a photo to your PM

Tasks (0/18) Costs Comments (1) Journal Entries Log Notifications			
New Comment	Edit	Delete	
Date	Comment	By	Picture
			No image data
4/26/2023 9:22 AM	Coil fins cleaned	Lanier, Kayla	



TIP! Photos and comments are date and time stamped for recording and tracking purposes