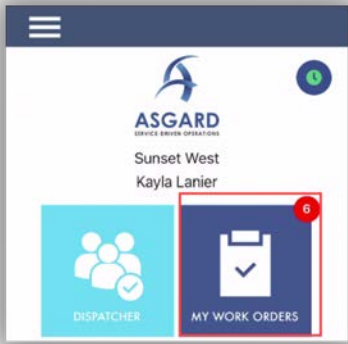
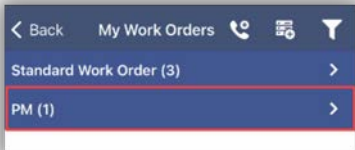


Step 1: Tap My Work Orders



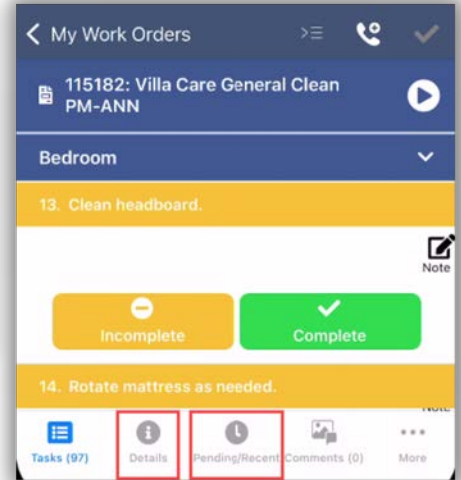
Then the **PM Banner**



Step 2: Tap to open and view the PM Task List



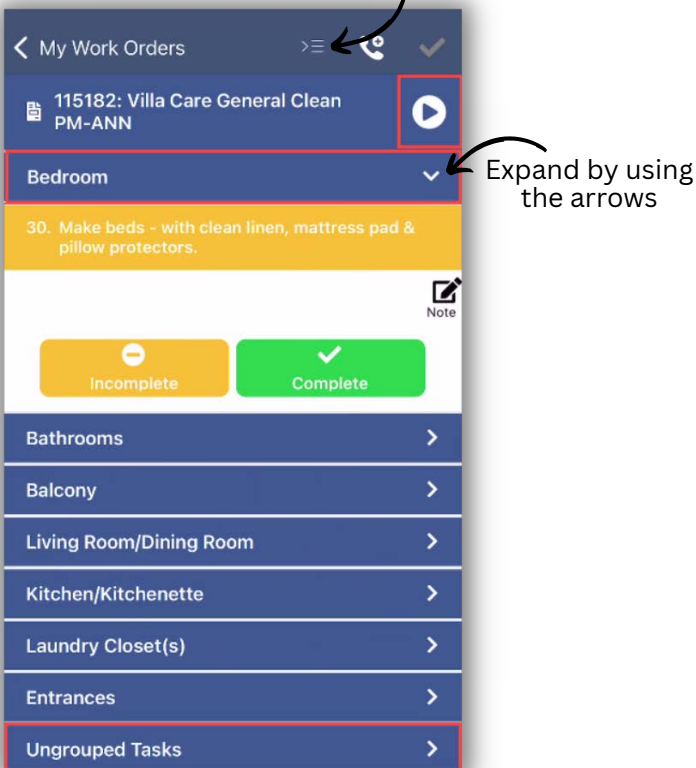
Details and Pending/Recent provide more information



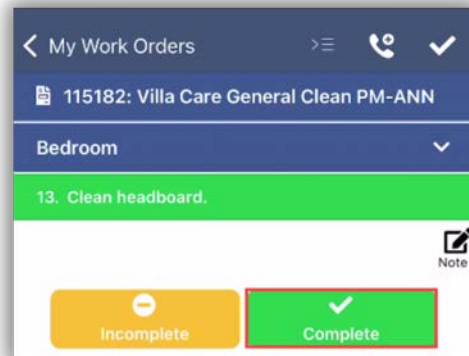
Step 3: Press Play button to start the PM

- Tasks can be grouped by:
- Ungrouped List
 - Grouped by Sublocation

Quick Collapse: compresses sublocation banners



Step 4: When the work is done, mark each task Complete

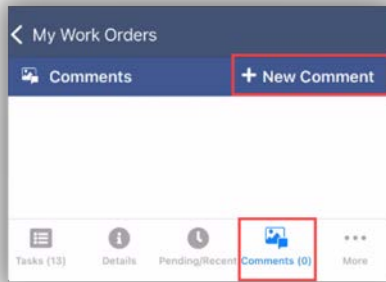


Add **Notes**, if needed

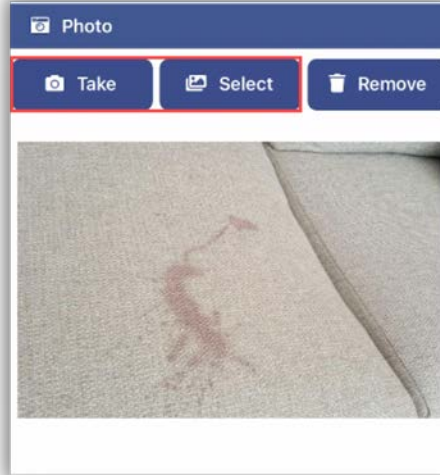


Step 5:

To add **Comments/Photos**
Tap **New Comment**



Take a **Photo** or **Select**
from Gallery



A **Comment is required** when
adding a Photo, once comment
has been added, tap **Save**

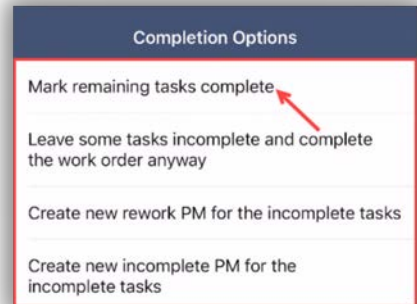
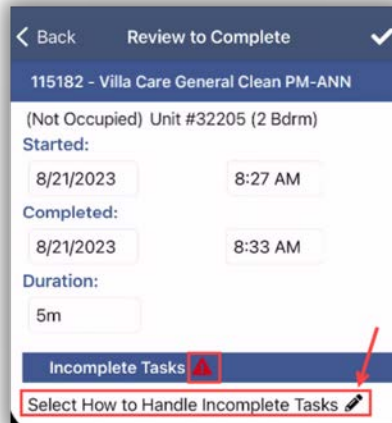
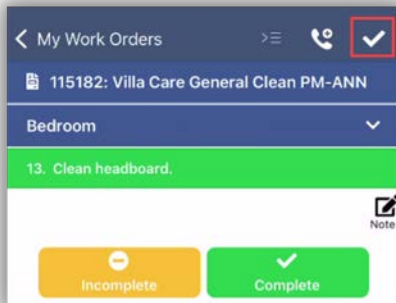


After saving your photo, you can
Edit or **Remove** it by **swiping left**
on the saved comment/photo



Step 6: Tap **Checkmark**
to Review

A **warning** will appear if any tasks are left
Incomplete



Select **Action** from list

Tap the **Pencil Icon**
to resolve

Step 7: Tap **Checkmark** to
complete

Success! Tap OK

