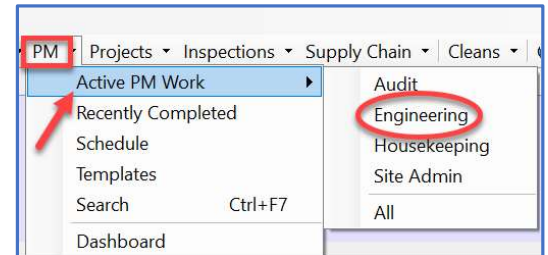


Adding a Photo to a PM Work Order

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*.

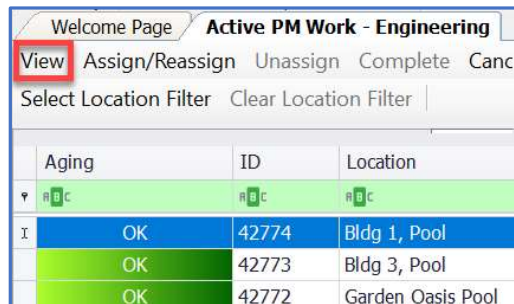


Step 3: Highlight the PM work order that you would like to add a photo to from the *Active PM* list.

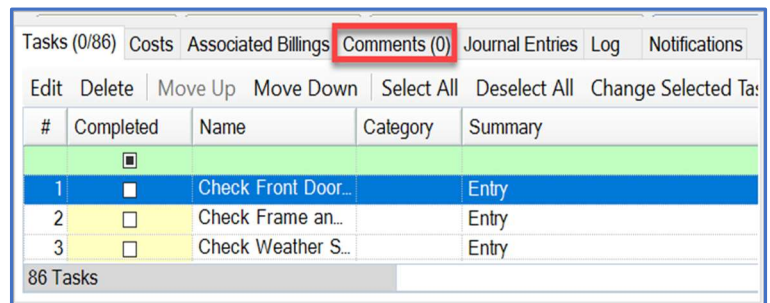
Aging	ID	Location	Work Requested	Occupied State...	Assigned To	Last Completed
OK	42941	Bldg 2, Pool	Pool PM-WKL	Not Occupied	[None]	7/27/2021
OK	42939	Bldg 1, Pool	Pool PM-WKL	Not Occupied	[None]	7/23/2021
OVERDUE	42774	Bldg 1, Pool	Pool PM-WKL	Not Occupied	Jones, Teresa	7/23/2021
DUE	42379	Unit #3206 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]	7/14/2021

Step 4: Click on the *View* button on top of the menu bar.

Step 5: When the order detail screen opens. Click on the *Comments* tab in the middle of the screen.

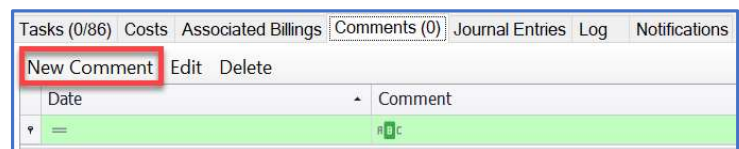


Aging	ID	Location
OK	42774	Bldg 1, Pool
OK	42773	Bldg 3, Pool
OK	42772	Garden Oasis Pool



#	Completed	Name	Category	Summary
1	☐	Check Front Door...		Entry
2	☐	Check Frame an...		Entry
3	☐	Check Weather S...		Entry

Step 6: Next click on the *New Comment* button.



Date	Comment

Step 7: Select your photo from your desktop by clicking the *Browse* button. A Comment must be entered about the photo selected. Click **OK**.

You can add as many photos or documents as needed.

Step 8: Success! You have entered a photo to your PM work order.



Photos and Comments are Date and Time Stamped for recording and tracking purposes.

Tasks (0/86) Costs Associated Billings Comments (1) Journal Entries Log Notifications				
New Comment Edit Delete				
Date	Comment	By	Picture	
			No image data	
7/28/2021 12:27 PM	Sliding door handle broken	Lemus, Betsy	