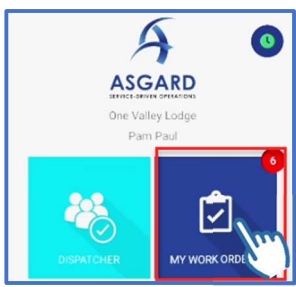
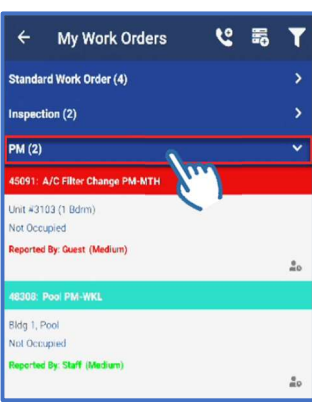


Completing a PM (ENG) for Android

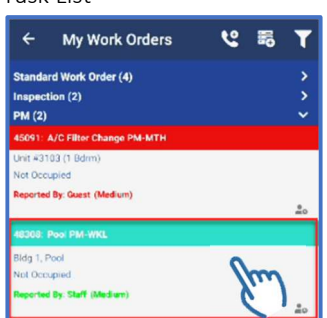
1. Tap My Work Orders



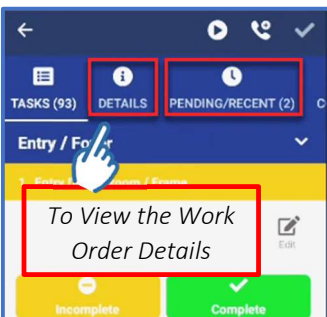
Then the PM Banner



2. Open the PM to view the Task List



Tap to view work order Details or any Pending/Recent work for this location

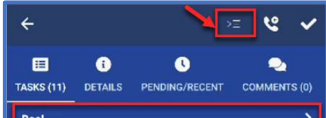


To View the Work Order Details

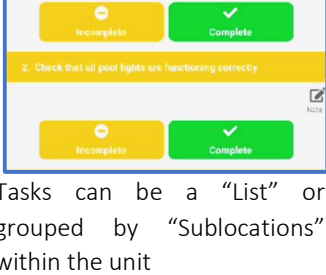
3. Press Play to start the PM



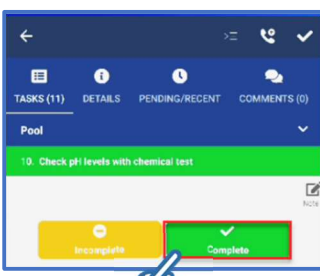
Click the Quick Collapse button to expand/condense Tasks List



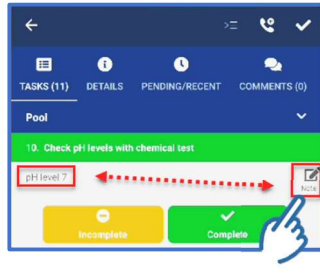
Tasks can be a "List" or grouped by "Sublocations" within the unit



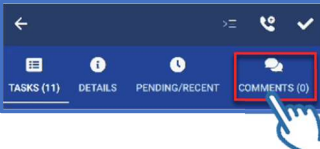
4. When the work is done, mark each task complete



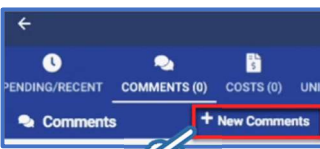
If needed, add notes to the task



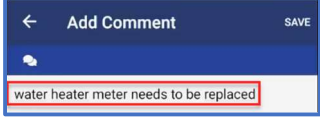
5. Add Comments/Photos



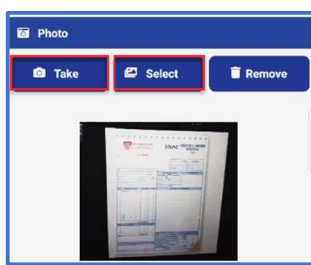
Tap New Comments



Enter your Comment



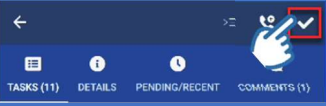
6. Take a Photo or Select from Gallery



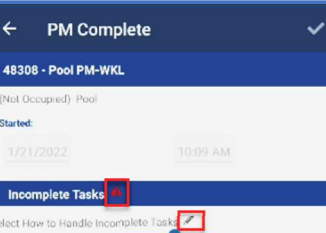
Save



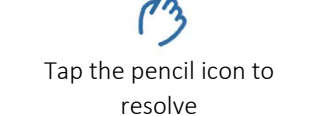
7. Tap Checkmark to Review



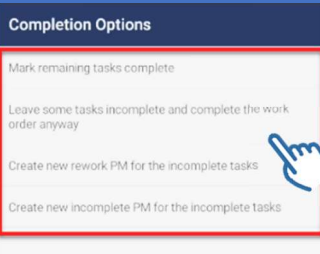
A warning will appear if any tasks are left incomplete



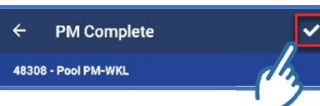
Tap the pencil icon to resolve



8. Select action from list



Tap Checkmark to complete



Success! Tap OK

