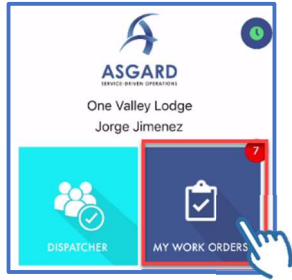
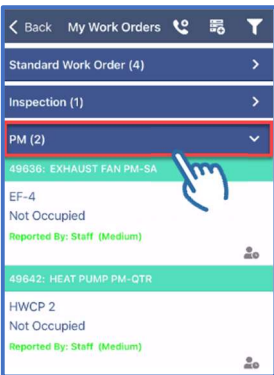


Servi-Tek: Completing a PM (ENG) on iPhone

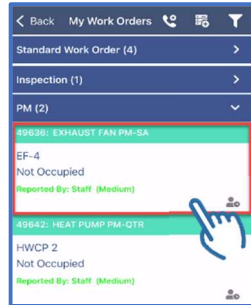
1. Tap My Work Orders



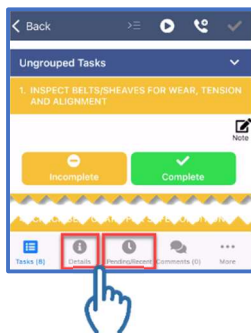
Then the PM Banner



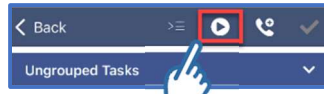
2. Open the PM to view the Task List



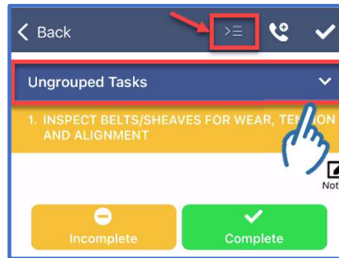
Tap Details to view PM info or Pending/Recent for work orders at this location



3. Press Play to start the PM

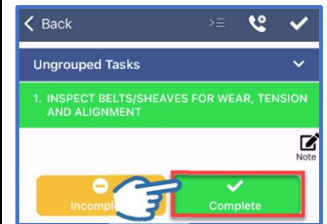


Use the Quick Collapse button to compress sublocation banners; To expand use the banner arrow

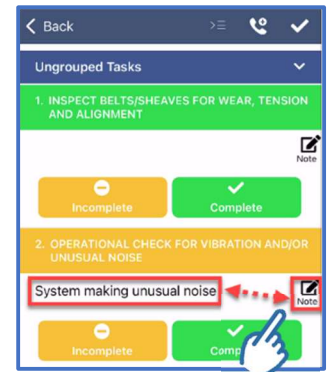


Tasks can be an "Ungrouped List" and/or grouped by "Sublocation" banners, tap task banner to open tasks

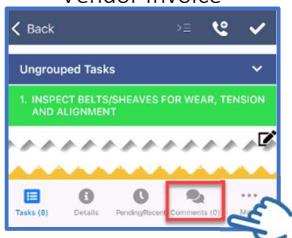
4. When the work is done, mark each task complete



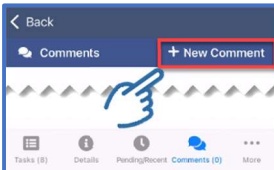
If needed, add notes to the task



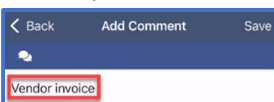
5. To add Photos of equipment, if needed, or a Vendor Invoice



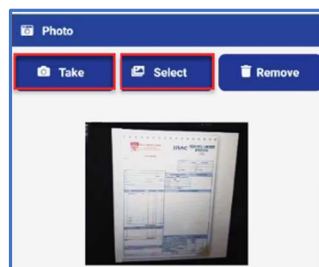
Tap New Comments



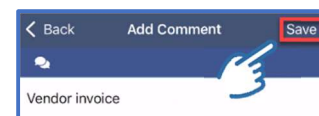
Enter your Comment



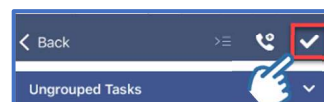
6. Take a Photo or Select from Gallery



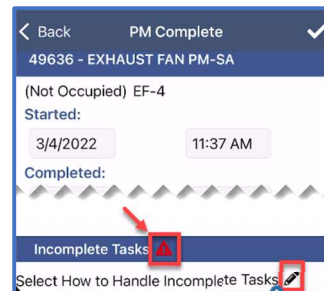
Save



7. Tap Checkmark to Review

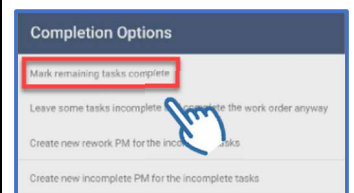


A warning ⚠ will appear if any tasks are left incomplete

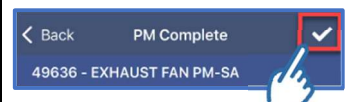


Tap the pencil icon to resolve

8. Select Mark Remaining Tasks Complete



Tap Checkmark to complete



Success! Tap OK

