



Step 1: Highlight the PM you are interested in and click **View Matrix** in the upper right-hand corner of the screen.

Welcome Page **Active PM Work**

View Assign/Reassign Unassign Complete Cancel Mass Actions ☐ Show Future Items Clear Filter **View Matrix** Print Refresh

Select Location Filter Clear Location Filter

Aging	Location	Work Requested	Assigned To	Occupied State	Last Completed	Days Since Last Completed	Start At	Department	Type
OK	Men's Spa	Jacuzzi/Spa Drain - 10PM	Webb, Anthony	Away	2/7/2023		Tue 2/7 0:00	Engineering	Equipment PM
DUE	#PG-31701	Air Handler PM-QTR	[None]	Away			Sun 1/8 0:00	Engineering	Equipment PM
DUE	#PG-3601	Air Handler PM-QTR	[None]	Away			Sun 1/8 0:00	Engineering	Equipment PM
DUE	#PG-2020C	Air Handler PM-QTR	[None]	Away			Sun 1/8 0:00	Engineering	Equipment PM
DUE	#PG-3508	Air Handler PM-QTR	[None]	Away			Sun 1/8 0:00	Engineering	Equipment PM
DUE	#PG-3607	Air Handler PM-QTR	[None]	Away			Sun 1/8 0:00	Engineering	Equipment PM

Step 2: The Matrix shows a complete status view of the highlighted PM for all locations. Check the **Show Last Completion Date** box to see the last date the PM was completed at each location.

Welcome Page **Active PM Work** **PM Matrix - Air Handler PM-QTR**

☒ Show Last Completion Date ☐ Show Inactive (Double-click red and yellow items to view the Filter by Occupied Status) Print Refresh Close

#PG-3804 Away This item has never been completed	#PG-3805 Away This item has never been completed	#PG-3806 Away This item has never been completed	#PG-3808 Away This item has never been completed
#PG-3906 Away This item has never been completed	#PG-3908 Away This item has never been completed	#PG-3PH02 Away Last completed on 2/6/2023	#PG-3PH03 Away Last completed on 2/6/2023
Amenities Away Last completed on 1/4/2023	Boardroom Away Last completed on 1/4/2023	Breakroom Away Last completed on 1/25/2023	Dining Room Away Last completed on 1/6/2023
Fire Control Room Away Last completed on 2/1/2023	Fuel Storage Room Away Last completed on 2/1/2023	Generator Room Away Last completed on 1/5/2023	Lobby / Back of House Away Last completed on 12/16/2022
Tower 1 Away Last completed on 2/6/2023	Tower 1, Rooftop, Cooling Tower (CT-T1-1) USS-212-528 Away Last completed on 12/30/2022	Tower 2 Away Last completed on 12/16/2022	Tower 3 Away Last completed on 1/3/2023
Women's Spa Away Last completed on 1/5/2023			

293 Items 84 (28.67%) Complete (Green) 0 (0.00%) Superseded (Blue) 209 (71.33%) Incomplete (Yellow and Red) 0 (0.00%) Unsuccessful and Not Planned (Orange)

kross KW Training Site Last Action: WorkOrder #111328, Named "New Property Assessment - Boiler Room" Saved

Step 3: The colors give you additional information. The **Color Key** and percentage of the completion rate are at the bottom of the page.

Welcome Page **Active PM Work** **PM Matrix - Air Handler PM-QTR**

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GREEN – PM completed this period (QTR/ANN/MTH etc.).

YELLOW – PM completed last period but has not yet been completed this period

RED – PM not completed for at least the last two periods

ORANGE – Indicates a location is out of service or unavailable

Step 4: To print the Matrix, click the Print button in the right-hand corner.

The screenshot shows the 'Asgard -- KW Training Site (KWPMC)' application. The 'PM Matrix - Air Handler PM-QTR' is displayed, showing a grid of PM tasks. Each task card includes a status indicator (green for complete, yellow for due, red for overdue) and a completion date. A 'Print' button is highlighted in the top right corner of the matrix window.

Step 5: You can view and assign incomplete PMs from the Matrix. Double click on a yellow or red location to open the PM.

The screenshot shows the 'Asgard -- KW Training Site (KWPMC)' application. The 'PM Matrix - Air Handler PM-QTR' is displayed. A red box highlights the PM task #PG-3908, which is marked as 'Away' and 'This item has never been completed'.

Use the Assignee field on the right-hand side of the screen to assign the PM.

The screenshot shows the 'Asgard -- KW Training Site (KWPMC)' application. The 'PM Detail' form for 'Air Handler PM-QTR' is displayed. The 'Assignee' field is highlighted, showing a list of available assignees: Rodriguez, David; Sella, Edgla; Solis, Jonathan; Spry, Adine; Tarpley, Shondrea; Uriarte, Javier; Wade, Jose; Webb, Anthony; and Nobody. The 'Nobody' option is selected.