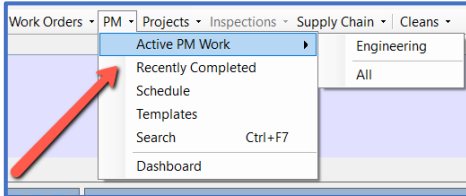
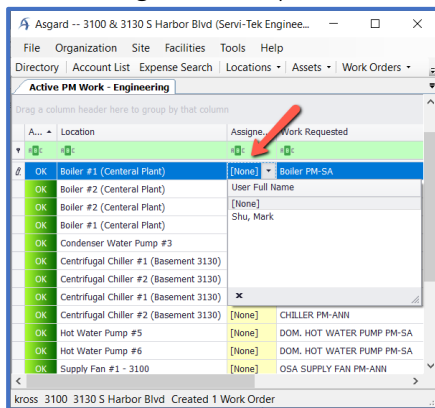


Completing a PM – Servi-Tek

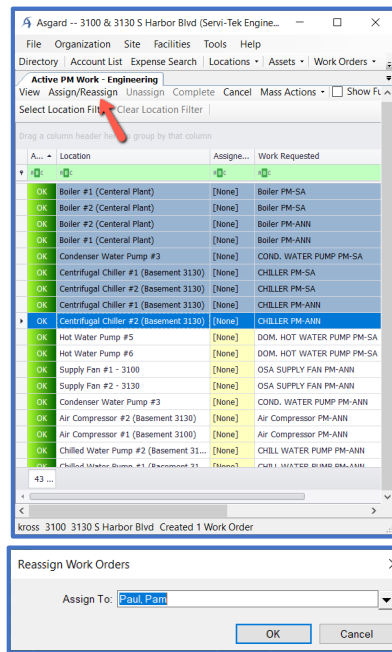
Open Active PM Work dropdown from PM menu tab



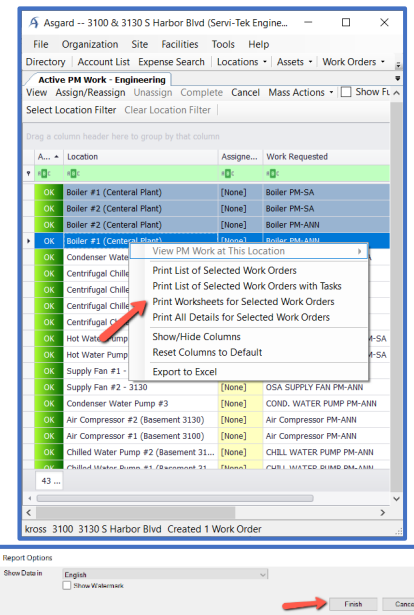
Assign PM to employee by using the Assigned To drop down



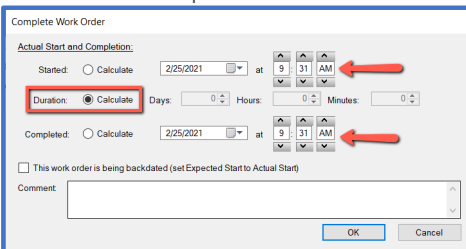
To Assign multiple work orders, select work order, press and hold the shift or CTRL keys and click Assign/Reassign



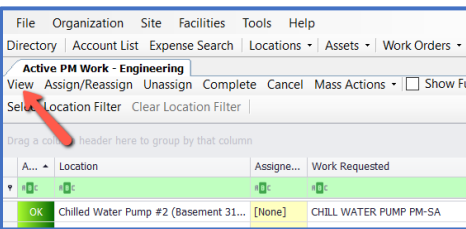
After assigning, print the PM work orders for a user to complete. Right click and select Print Worksheets for Selected Work Orders



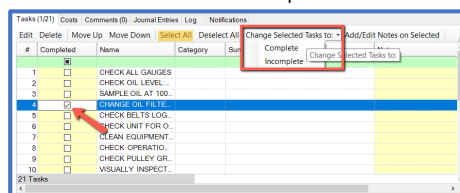
Complete a PM by either double clicking and opening the dialogue box. Click the radial for Duration, enter start & stop time and click OK



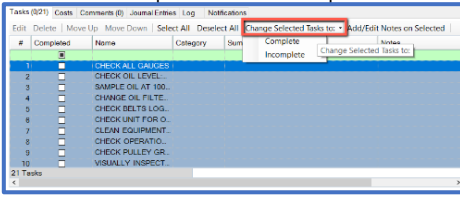
Or by clicking 'View' to open the details screen.



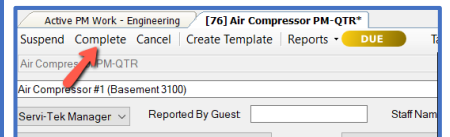
You can use the check box in the Completed column to update any tasks left incomplete



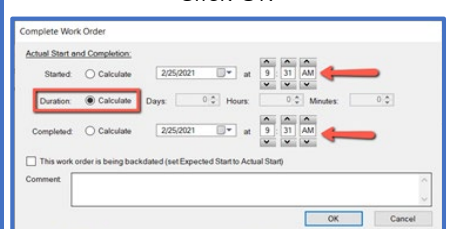
To change the status of multiple tasks, select a task, press and hold the Shift key to select sequential tasks, or the Ctrl key to select random tasks to Complete or Incomplete



Once all data has been added, click the Complete button on the main toolbar



Click the radial button for Duration and enter the Start and Stop time. Click OK



Click Save/Close. The work order will no longer appear in the Active PM Screen