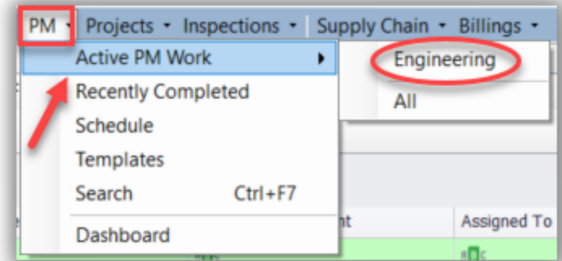




Step 1: Open the Active PM work drop down from the PM menu tab. Select a **Department**.



Step 2: Highlight the PM work order that you would like to complete from the Active PM list. Click the drop-down arrow in the **Assigned To** column and select an assignee from the list.

Welcome Page / Active PM Work - Engineering							
View Assign/Reassign Unassign Complete Cancel Mass Actions Show Future Items Clear Filter							
Select Location Filter Clear Location Filter							
Aging	ID	Location	Work Requested	Facilities Department	Assigned To	Last Completed	
OK	3450	Spa	Pool & Spa Readings PM-AM Daily	KW Training Site	[None]	3/30/2023	
OK	3451	Pool Deck	Pool & Spa Readings PM-AM Daily	KW Training Site	[None]	3/30/2023	
OK	3462	Spa	Jacuzzi/Spa Drain - 10PM	KW Training Site	User Full Name		
OK	3463	Women's Spa	Jacuzzi/Spa Drain - 10PM	KW Training Site	[None]		
OK	3464	Men's Spa	Jacuzzi/Spa Drain - 10PM	KW Training Site	Freeman, Steve		
OK	3465	Pool Deck	Jacuzzi/Spa Drain - 10PM	KW Training Site	Jones_Katana, Teresa		
OK	2999	#PG-31601	Air Handler PM-QTR	KW Training Site	Katana_Lanier, Kayla		
OK	3000	#PG-1009A	Air Handler PM-QTR	KW Training Site	Perez_Katana, Gabi		
OK	3001	#PG-3407	Air Handler PM-QTR	KW Training Site	Webb, Anthony		

Step 3: Click the **Complete** button on top of the menu bar.

Welcome Page / Active PM Work - Engineering							
View Assign/Reassign Unassign Complete Cancel Mass Actions Show Future Items Clear Filter							
Select Location Filter Clear Location Filter							
Aging	ID	Location	Work Requested	Facilities Department	Assigned To	Last Completed	
OK	3450	Spa	Pool & Spa Readings PM-AM Daily	KW Training Site	[None]		
OK	3451	Pool Deck	Pool & Spa Readings PM-AM Daily	KW Training Site	Webb, Anthony		
OK	3462	Spa	Jacuzzi/Spa Drain - 10PM	KW Training Site	[None]		

Step 4: The Complete Work Order dialogue box will open. Click the radial button for **Duration**, enter the start and stop time, and click **OK**. **All Tasks will automatically complete.**

Complete Work Order

Actual Start and Completion:

Started: ☐ Calculate 4/13/2023 at 1:29 PM

☒ **Duration** ☐ Calculate Days: 0 Hours: 0 Minutes: 0

Completed: ☐ Calculate 4/13/2023 at 1:29 PM

☐ This work order is being backdated (set Expected Start to Actual Start)

Comment:

OK Cancel



Completed PMs can be viewed from the Recently Completed PM Work Screen up to the last 7 days.