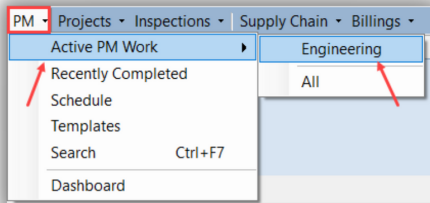




Step 1: Open the **Active PM Work** drop-down from the **PM** menu tab. Select a Department.



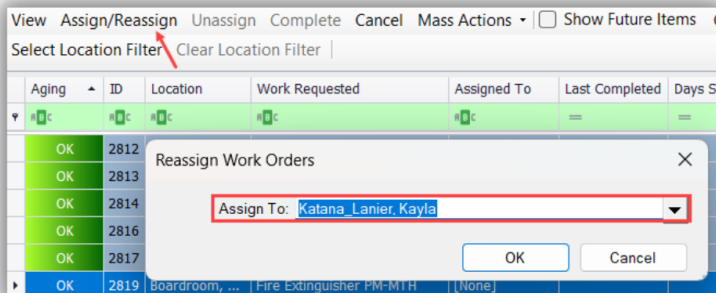
Step 2: Select the group of work orders that you want to Mass-Complete.

Aging	ID	Location	Work Requested	Assigned To	Last Completed	Days Since Last Completed	Occu
OK	2812	Tower 3, Ro...	Fire Extinguisher PM-MTH	[None]	3/16/2023	28	Away
OK	2813	Tower 2, Val...	Fire Extinguisher PM-MTH	[None]	3/28/2023	16	Away
OK	2814	Tower 3, Ro...	Fire Extinguisher PM-MTH	[None]	3/14/2023	30	Away
OK	2816	Bike Room, A...	Fire Extinguisher PM-MTH	[None]	3/22/2023	23	Away
OK	2817	Tower 2, Ow...	Fire Extinguisher PM-MTH	[None]	3/29/2023	15	Away
OK	2819	Boardroom, ...	Fire Extinguisher PM-MTH	[None]			Away
OK	2821	Amenities, FI ...	Fire Extinguisher PM-MTH	[None]	3/28/2023	16	Away



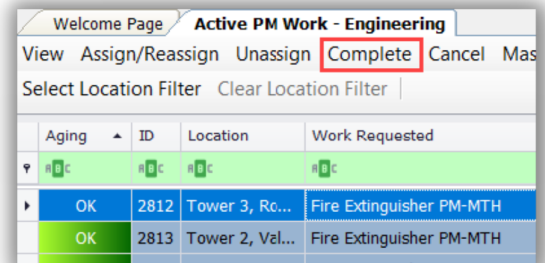
Press and hold the **Shift** key to select sequential work orders, or the **Control** key to select random work orders.

Step 3: To Assign a team member to the **highlighted PMs** for completion, click **Assign/Reassign**. Select an assignee and click **OK**



When mass completing PMs all PMs must be assigned to the same person and completed on the same day.

Step 4: Click **Complete** on the main toolbar.



Step 5: Tracking work time:

- (1) Select **Calculation Start** radial button
- (2) Click the **Duration to** radial button
- (3) Enter the duration time or estimate
- (4) Click **Go** and
- (5 - 6) All times will be updated in the yellow fields
- (7) Select **OK**.

Complete Work Orders...

Dates and Times: ☒ Calculate Start ☐ Calculate Duration ☐ Calculate Completion

☐ Set the Same Value for All Work Orders

☒ Start Date/Times to: 4/14/2023 10:40 AM

☒ Durations to: Days: 0 Hours: 0 Minutes: 15

☐ Completion Date/Times to: 4/14/2023 10:40 AM

Name	Started	Duration	Completed
Fire Extinguisher PM-MTH	4/14/2023 10:25 AM	000 days 00:15	4/14/2023 10:40 AM
Fire Extinguisher PM-MTH	4/14/2023 10:25 AM	000 days 00:15	4/14/2023 10:40 AM
Fire Extinguisher PM-MTH	4/14/2023 10:25 AM	000 days 00:15	4/14/2023 10:40 AM
Fire Extinguisher PM-MTH	4/14/2023 10:25 AM	000 days 00:15	4/14/2023 10:40 AM
Fire Extinguisher PM-MTH	4/14/2023 10:25 AM	000 days 00:15	4/14/2023 10:40 AM
Fire Extinguisher PM-MTH	4/14/2023 10:25 AM	000 days 00:15	4/14/2023 10:40 AM

Comments (for all):



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