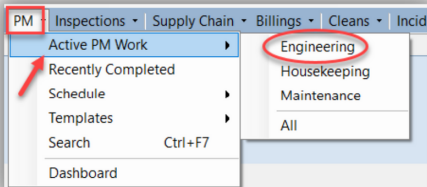


Step 1: Open the **Active PM Work** drop-down from the **PM** menu tab. Select a **Department**.



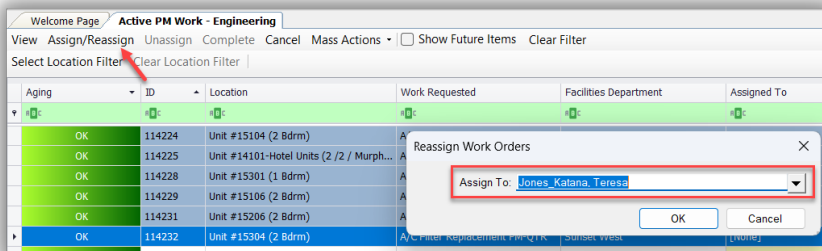
Step 2: Select the group of work orders that you want to Mass-Complete.

Aging	ID	Location	Work Requested	Assigned To	Last Completed	Days Since Last Completed
OK	114224	Unit #15104 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]	30/11/2022	138
OK	114225	Unit #14101-Hotel Units (2 / 2 / Murph...	A/C Filter Replacement PM-QTR	[None]	20/12/2022	118
OK	114228	Unit #15301 (1 Bdrm)	A/C Filter Replacement PM-QTR	[None]	31/03/2023	17
OK	114229	Unit #15106 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]	17/01/2023	89
OK	114231	Unit #15206 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]	17/01/2023	89
OK	114232	Unit #15304 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]	17/01/2023	89
OK	114233	Unit #14210 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]	17/01/2023	89



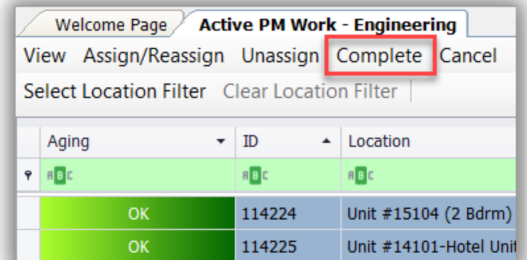
Press and hold the **Shift** key to select sequential work orders, or the **Control** key to select random work orders.

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**.



Step 5: Tracking work time:

- (1) Select Calculate 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.



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

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):