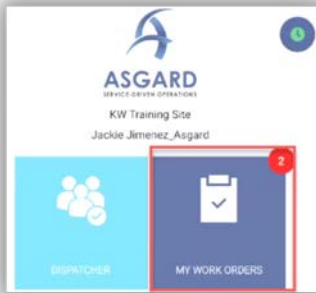




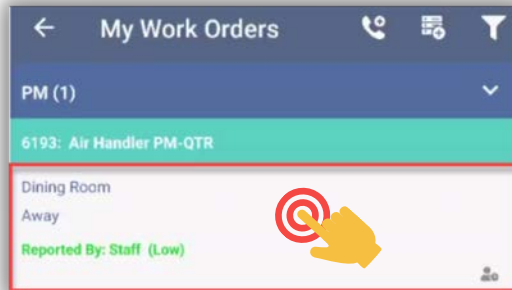
Step 1: Tap My Work Orders



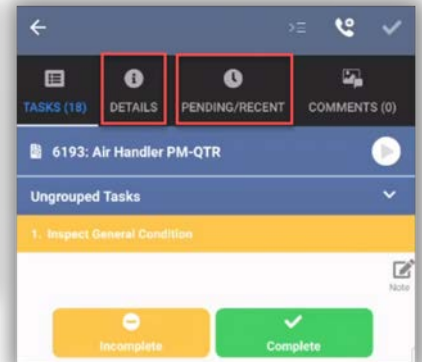
Then the **PM Banner**



Step 2: Tap to open and view the PM Task List



Details and Pending/Recent provide more information

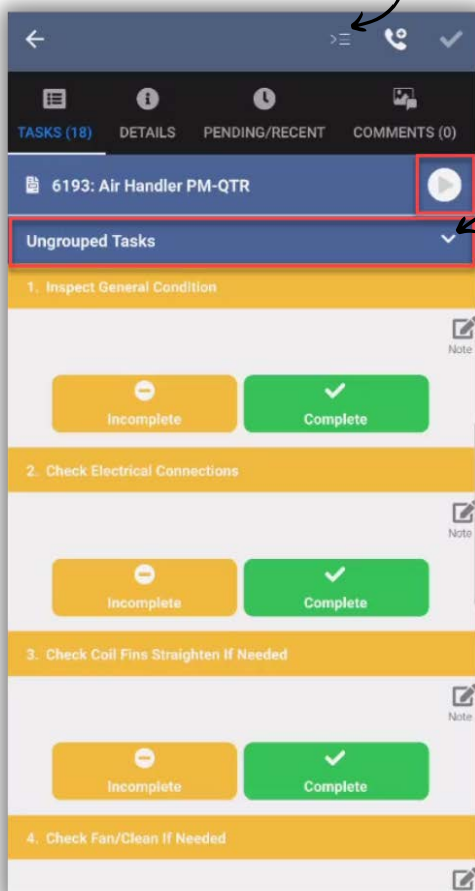


Step 3: Press Play to start the PM

Tasks can be grouped by:

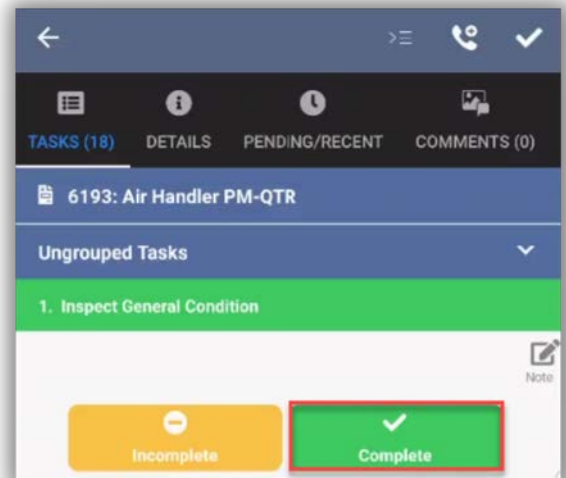
- Ungrouped List
- Grouped by Sublocation

Quick Collapse: compresses sublocation banners

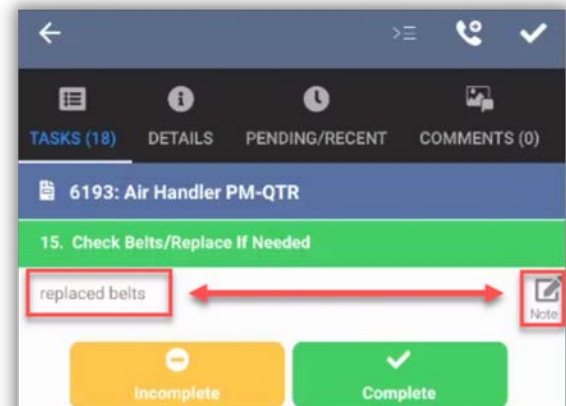


Expand by using the arrows

Step 4: When the work is done, mark each task **Complete**

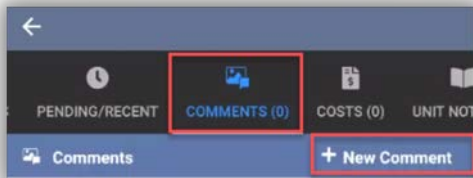


Add **Notes**, if needed



Step 5: Add Comments/Photos

Tap **New Comments**



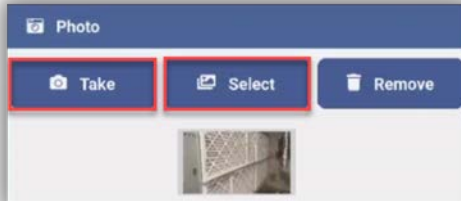
A **Comment is required** when adding a Photo, once comment has been added, tap **Save**



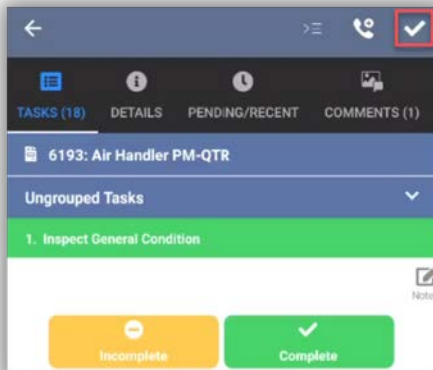
After saving your photo, you can **edit or remove** it by **pressing down** on the saved photo



Take a **Photo** or Select from **Gallery**



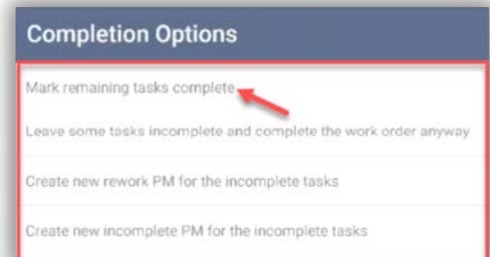
Step 6: Tap Checkmark to Review



A **warning** will appear if any tasks are left **Incomplete**

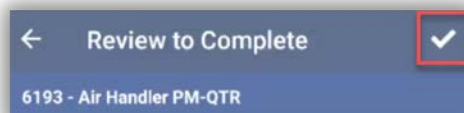


Select **Action** from list



Tap the **pencil icon** to resolve

Step 7: Tap Checkmark to complete



Success! Tap **OK**

