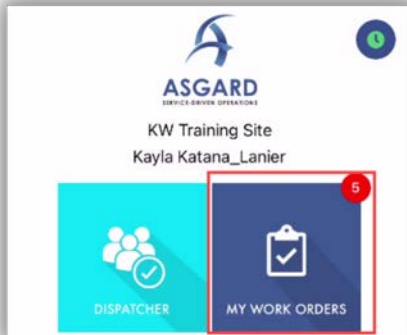
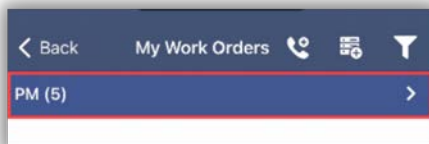




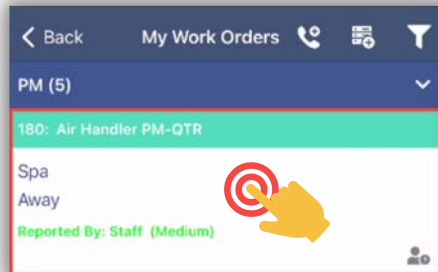
Step 1: Tap My Work Orders



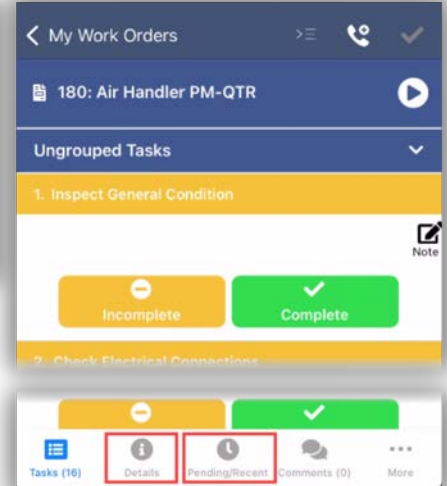
Then the **PM Banner**



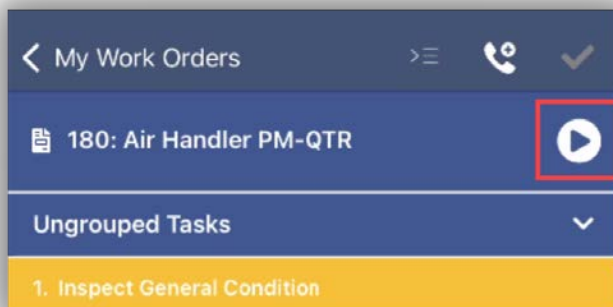
Step 2: Tap to open and view the PM Task List



Details and Pending/Recent provide more information



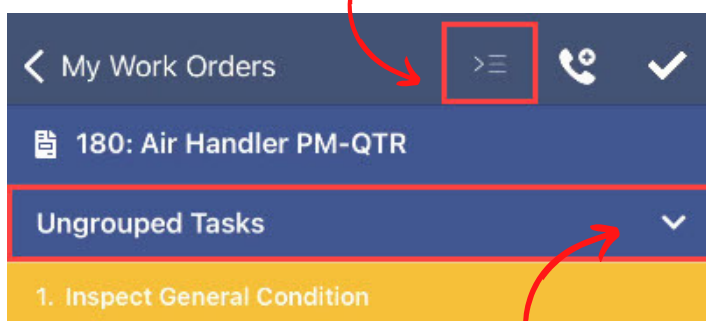
Step 3: Press the **Start** (play) button to capture your worktime



Tasks can be grouped by:

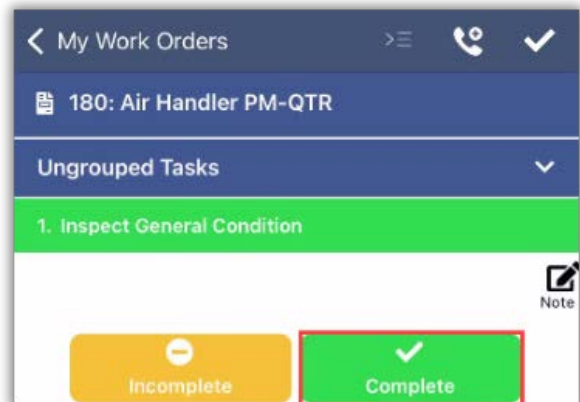
- Ungrouped List
- Grouped by Sublocation

Quick Collapse: compresses sublocation banners



Expand using the banner arrow

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

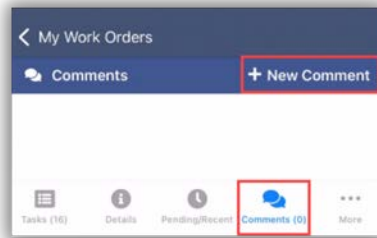


Add **Notes**, if needed

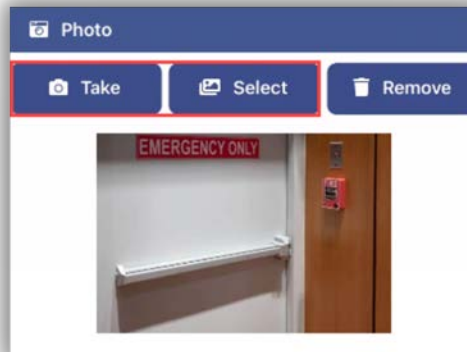


Step 5: Add Comments/Photos

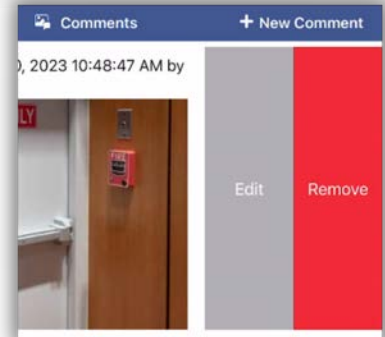
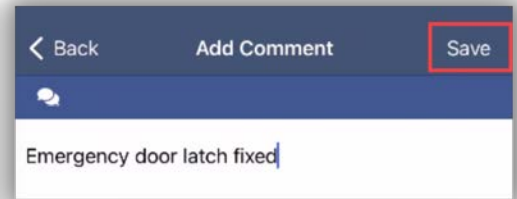
Tap **New Comment**



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



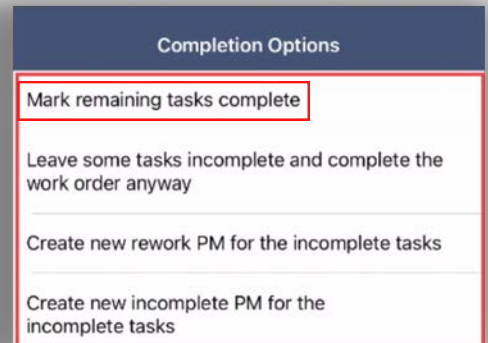
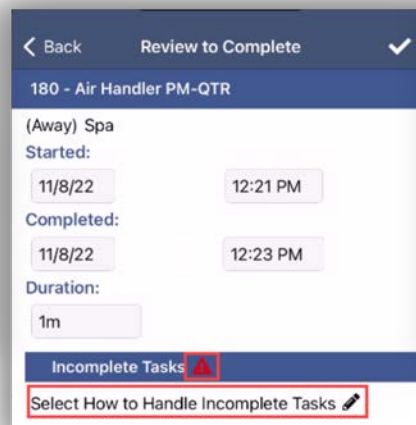
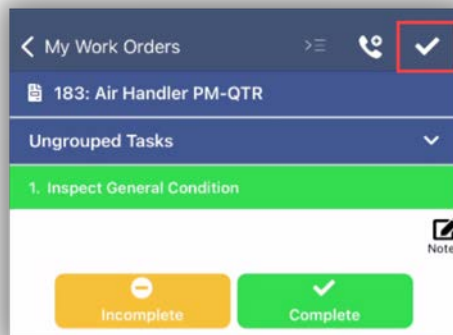
A **Comment** is required when adding a photo, once comment has been added, tap **Save**



After saving your photo, you can **Edit** or **Remove** it by **swiping left** on the saved photo

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

