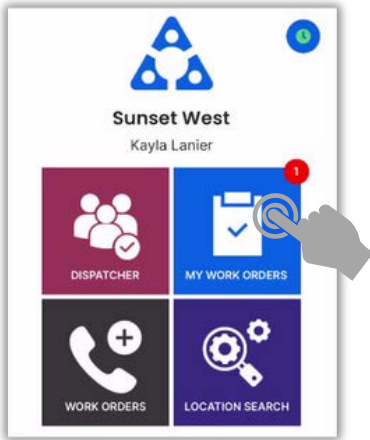
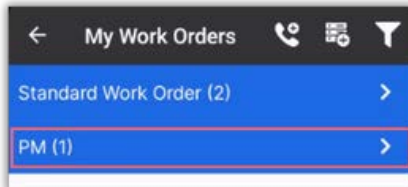


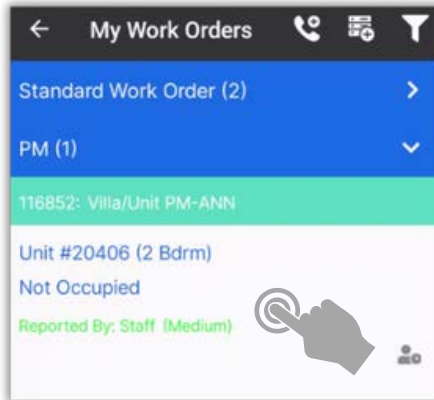
## Step 1: Tap My Work Orders.



Then the **PM Banner**.



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



## Details and Pending/Recent provide more information.

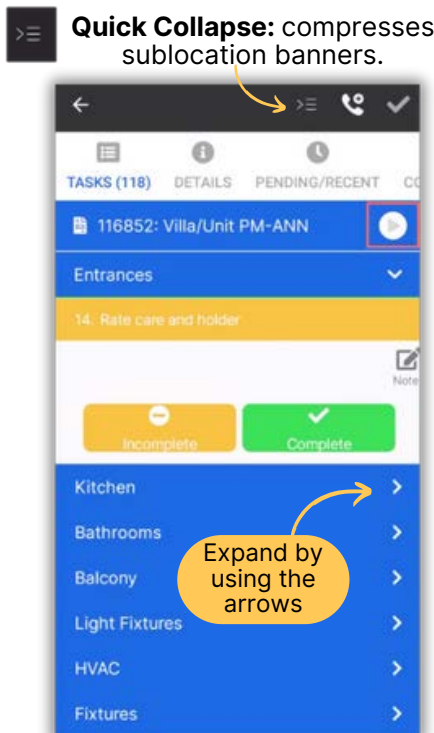


## Step 3: Tap Start.

Task Lists are either:

- Ungrouped
- Grouped by Sublocation

**Quick Collapse:** compresses sublocation banners.



Expand by  
using the  
arrows

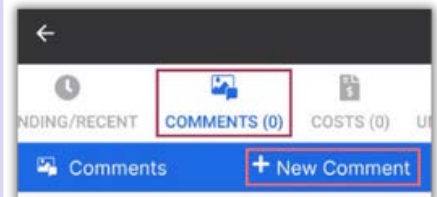
## Step 4: When the work is done, mark each task **Complete**.



Add **Notes**, if needed.

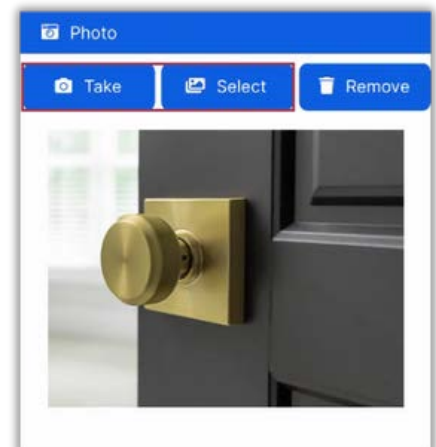


## Step 5: Add Comments/Photos.

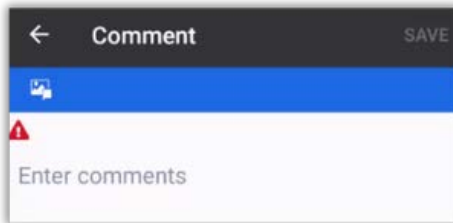


Tap **New Comment**.

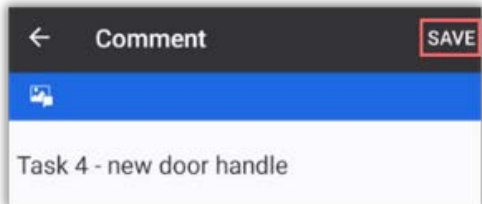
Take a **Photo** or **Select** from Gallery.




**Step 6: Enter your comment.**



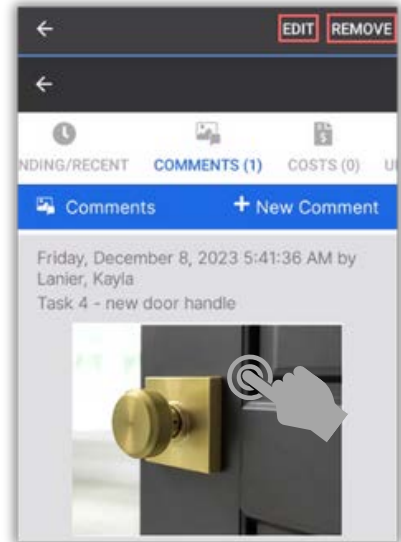
 A **Comment is required** when adding a Photo.



 You may want to add the **task number** in the comment for added clarity.

Once your comment has been added, tap **Save**.

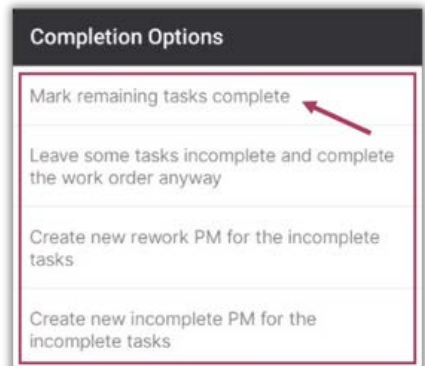
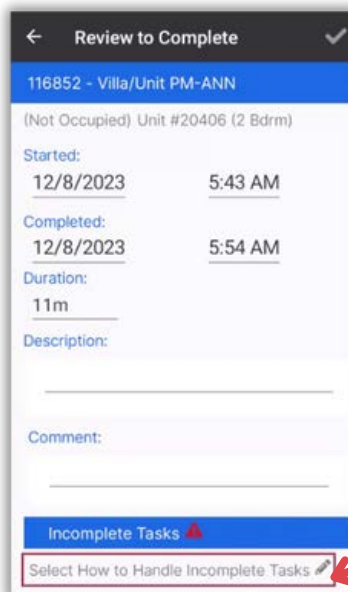
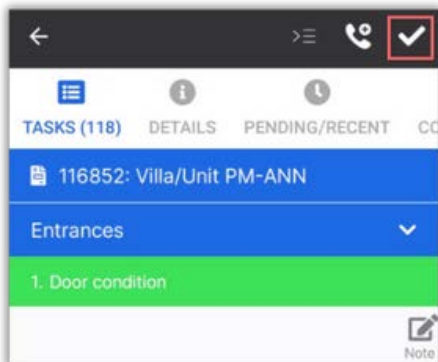
After saving your photo, you can **Edit** or **Remove** it by **pressing and holding** the saved photo.




**Step 7: Tap Checkmark to Review.**

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

Select a **Completion Option**.



Tap the **pencil icon** to resolve.

 A PM **cannot** be completed with incomplete tasks.

**Step 8: Tap Checkmark to complete.**

**Success! Tap OK.**

