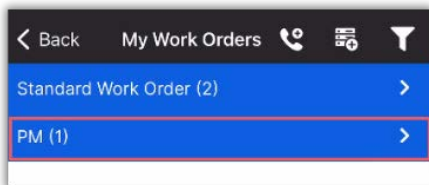


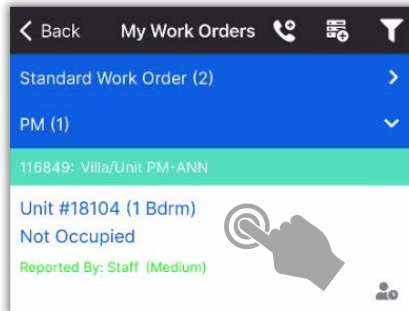
## Step 1: Tap My Work Orders.



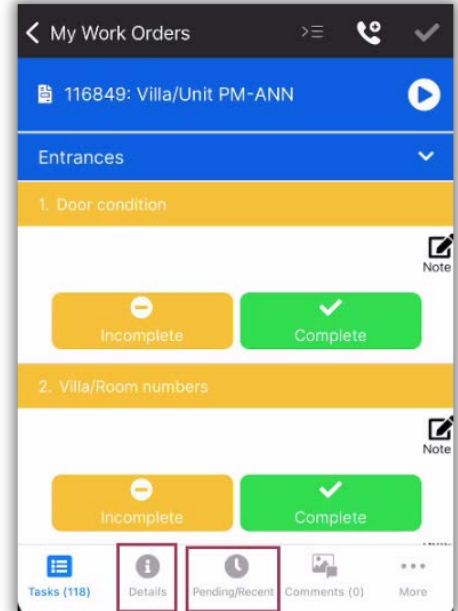
Then the **PM Banner**.



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



## Details and Pending/Recent provide more information.

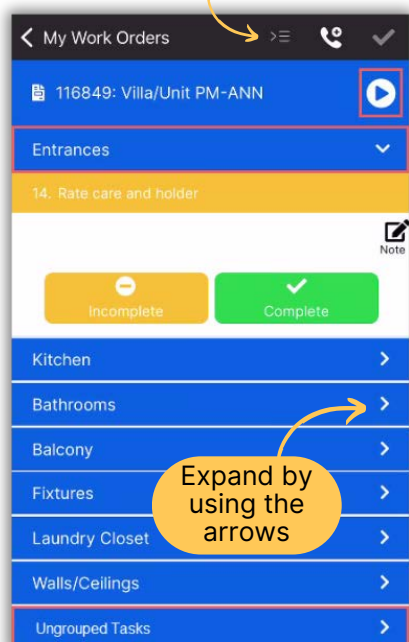


## Step 3: Tap Start.

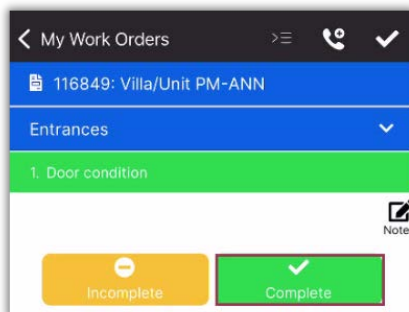
Task Lists are either:

- Ungrouped
- Grouped by Sublocation

**Quick Collapse:** compresses sublocation banners.



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



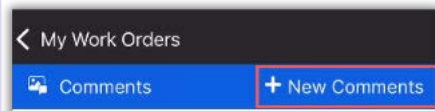
Add **Notes**, if needed.



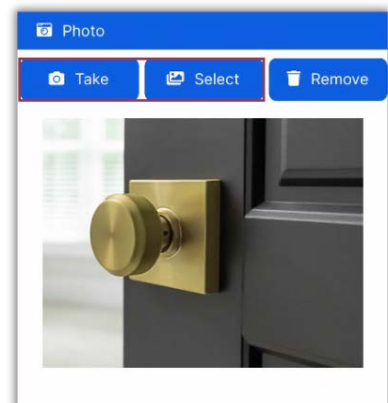
## Step 5: Add Comments/Photos.



Tap **New Comment**.




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



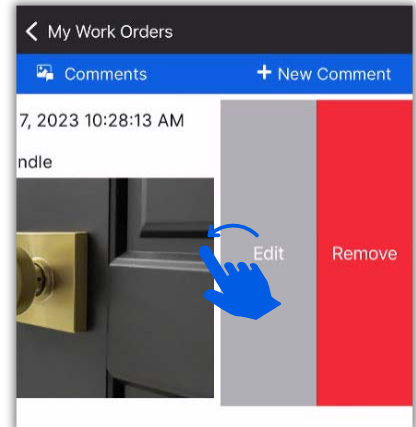
**Step 6: Enter your comment.**

 **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** by **swiping left** on 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.**