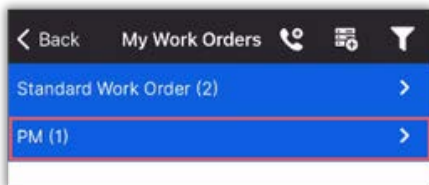


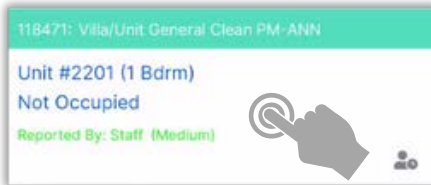
Step 1: Tap My Work Orders.



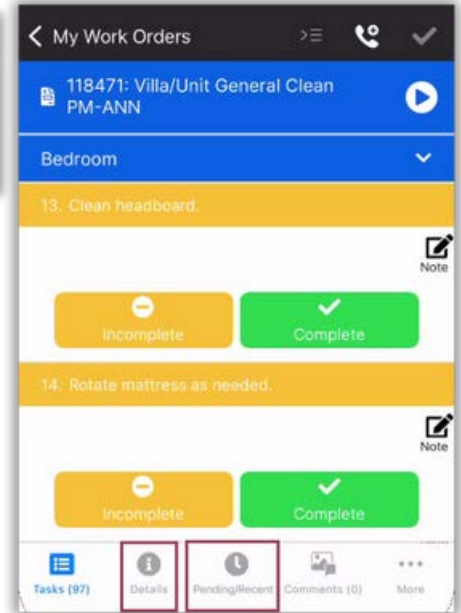
Then the **PM Banner**.



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



Details and Pending/Recent provide more information.

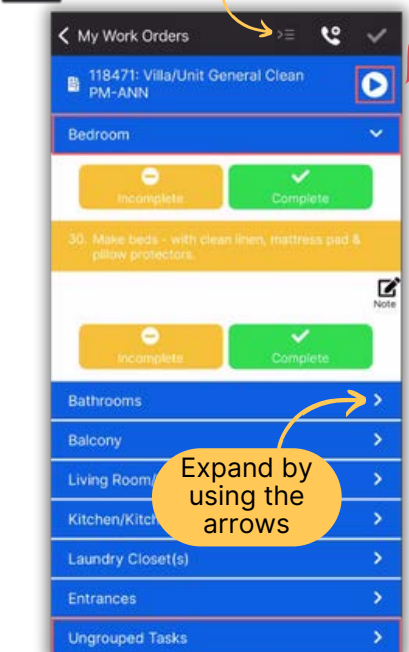


Step 3: Tap Start.

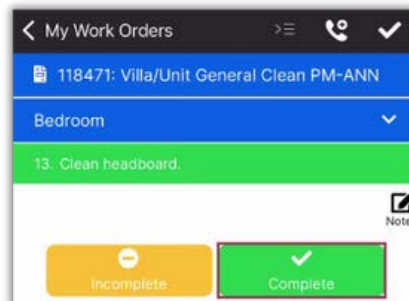
Task Lists are either:

- Ungrouped
- Grouped by Sublocation

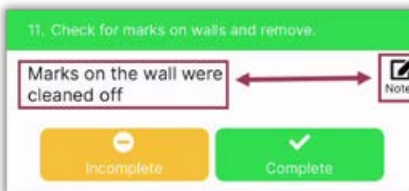
Quick Collapse: compresses sublocation banners.



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



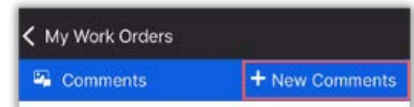
Add **Notes**, if needed.



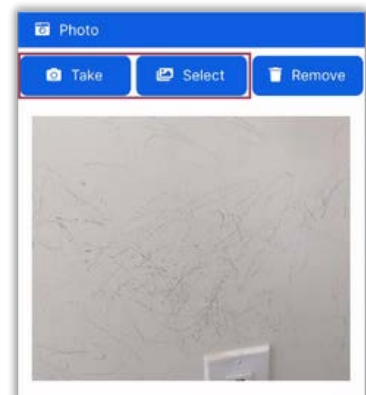
Step 5: Add Comments/Photos.



Tap **New Comment**.



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



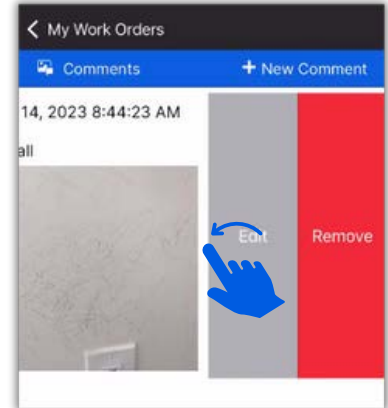
Step 6: Enter your comment.

⚠ 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** it 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**.

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

Tap the **pencil icon** to resolve.

Step 8: Tap Checkmark to complete.

Success! Tap OK