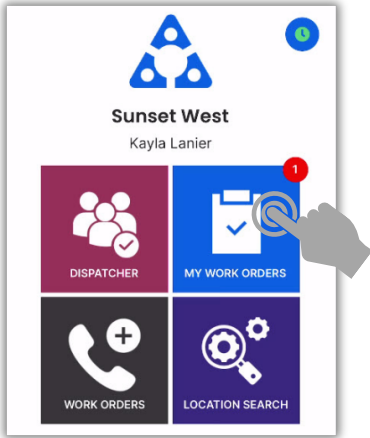
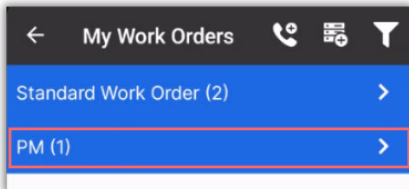


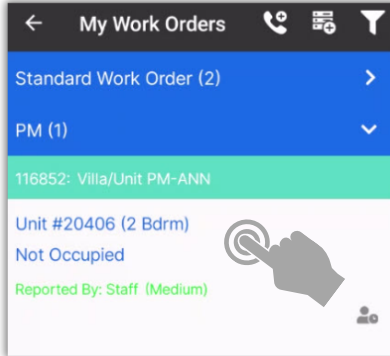
### Step 1: Tap My Work Orders.



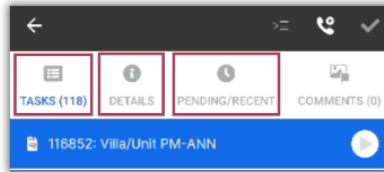
Then the **PM Banner**.



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



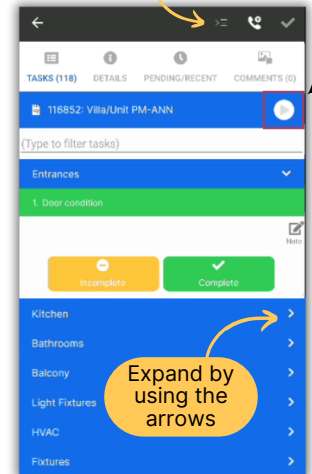
**Details** and **Pending/Recent** provide more information.



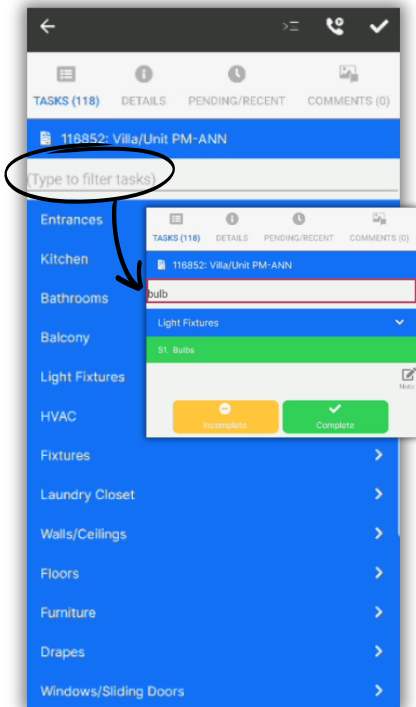
### Step 3: Tap Start.

- Task Lists are either:
- Ungrouped (a list)
  - Grouped by Sublocation

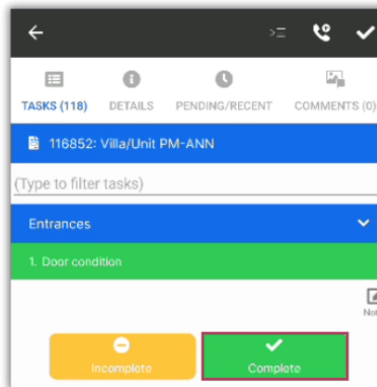
**Quick Collapse:** compresses sublocation banners.



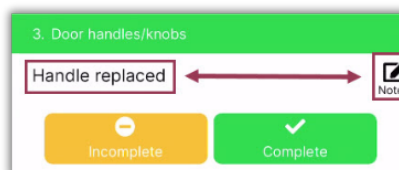
### Step 4: To search for a specific task, tap "Type to filter tasks" below the Tasks header. Start typing the Keyword; the tasks below will automatically filter to match your search.



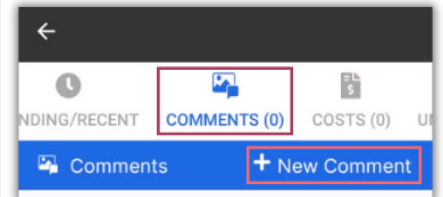
### Step 5: When the work is done, mark each task **Complete**.



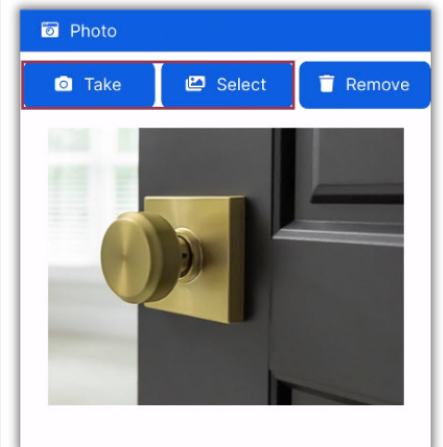
Add **Notes**, if needed.



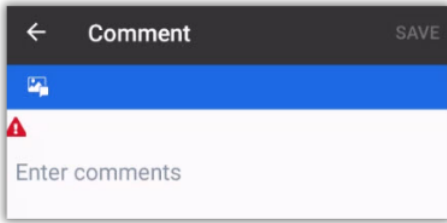
### Step 6: Add Comments/Photos. Tap **New Comment**.



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

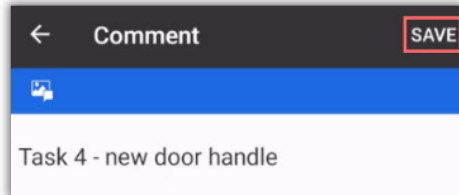
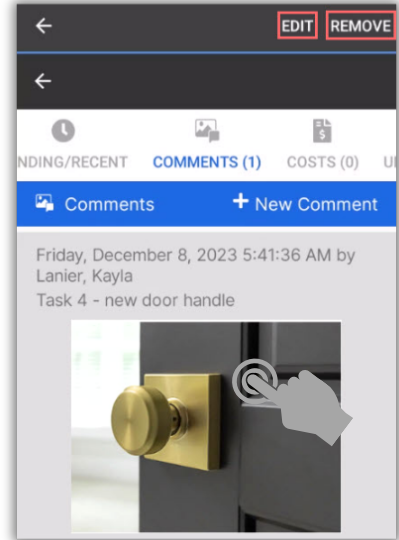


**Step 7: Enter your comment.**



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

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



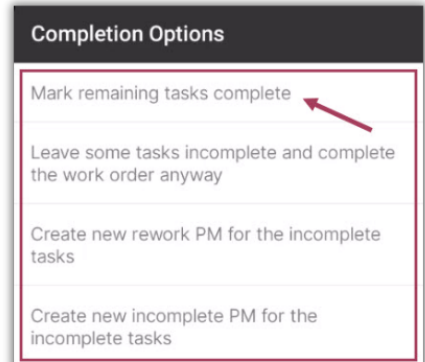
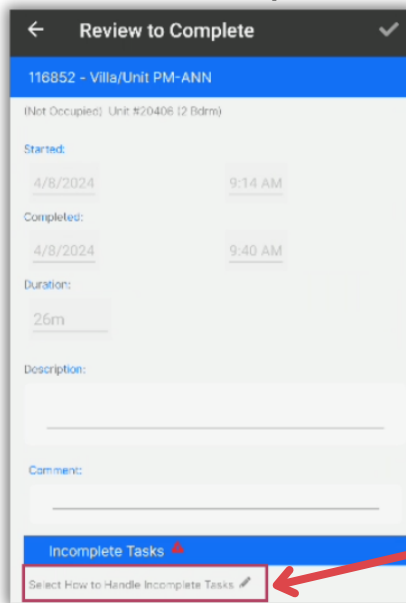
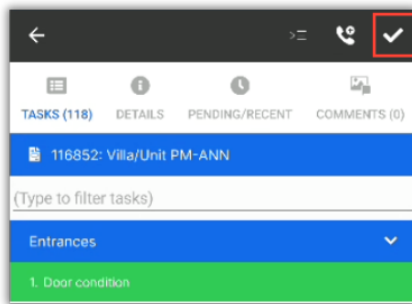
**You may want to add the task number** in the comment for added clarity.

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

**Step 8: 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 9: Tap Checkmark to complete.**

**Success! Tap OK.**

