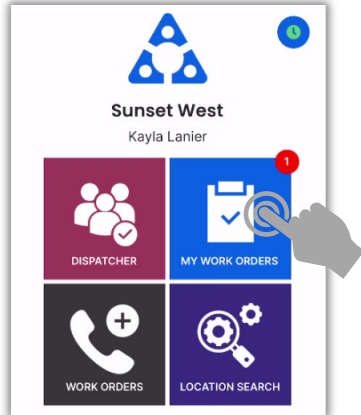
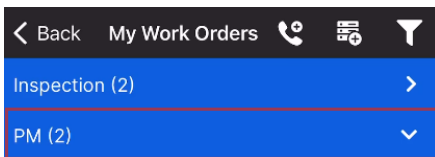


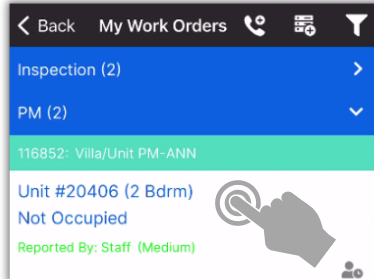
Step 1: Tap My Work Orders.



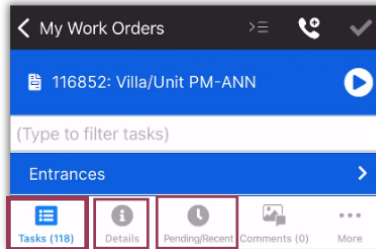
Then the **PM Banner**.



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



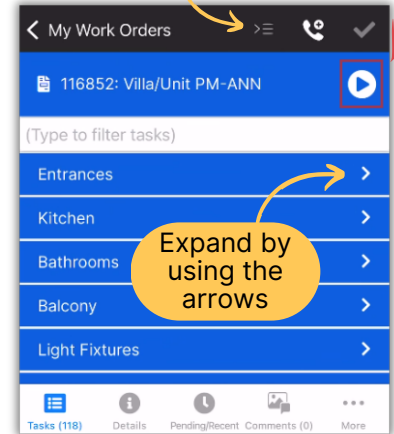
Details and Pending/Recent provide more information.



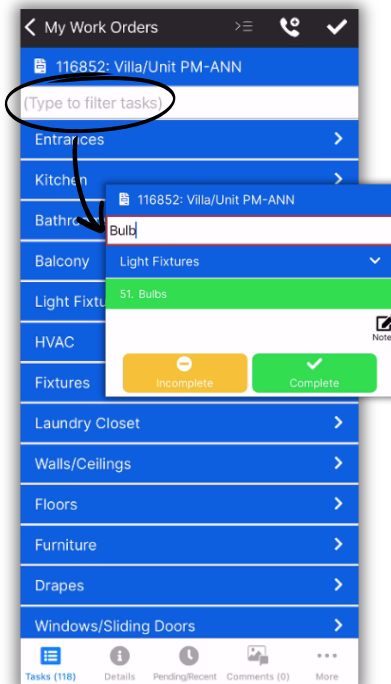
Step 3: Tap Start.

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

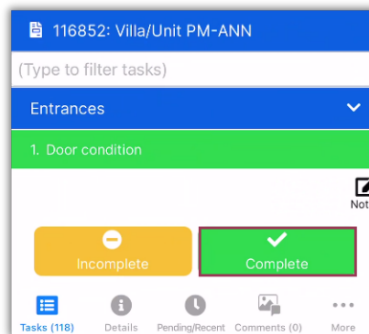
Quick Collapse: compresses sublocation banners.



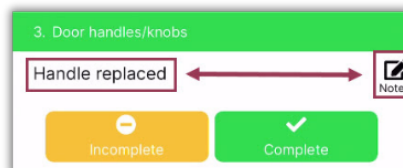
Step 4: To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the Keyword; the tasks below will automatically filter to match your search.



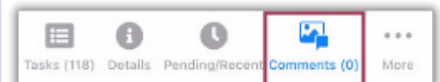
Step 5: When the work is done, mark each task **Complete**.



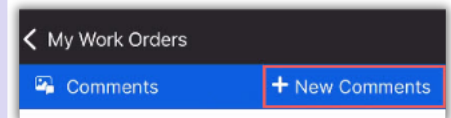
Add **Notes**, if needed.



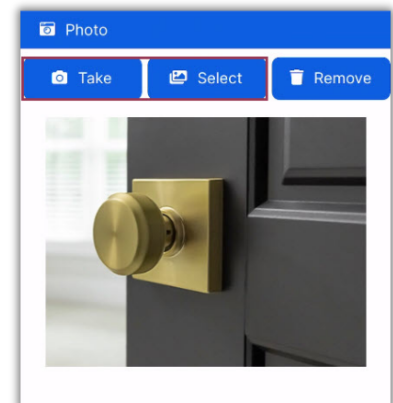
Step 6: Add **Comments/Photos**.



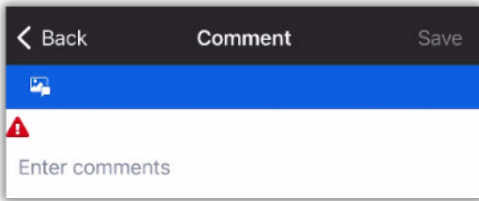
Tap **New Comment**.



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




Step 7: Enter your comment.



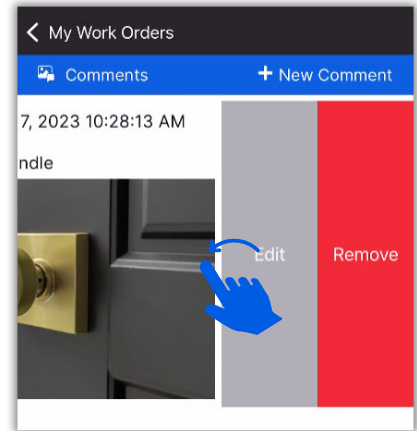
 A **Comment is required** when adding a Photo.



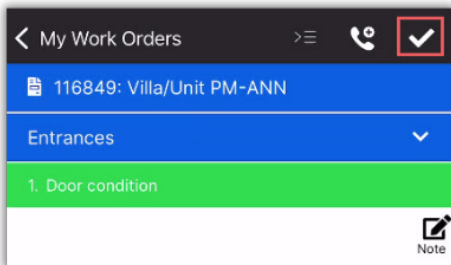
 You may want to add the **task number** in the comment for added clarity.

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

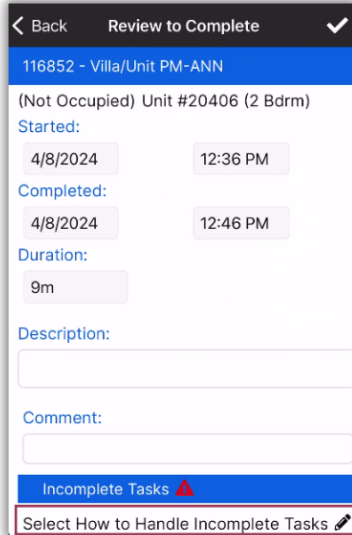
After saving your photo, you can **Edit** or **Remove** by **swiping left** on the saved photo.



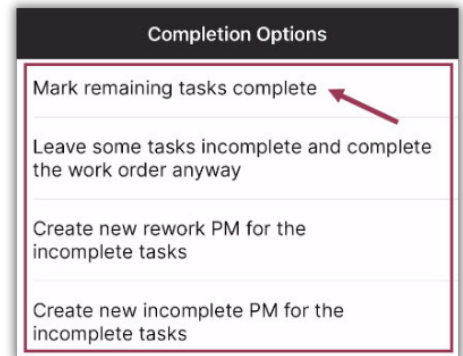
Step 8: Tap Checkmark to Review.




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



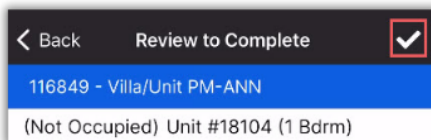
Select a **Completion Option**.



Tap the **pencil icon** to resolve.

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

Step 9: Tap Checkmark to complete.



Success! Tap OK.

