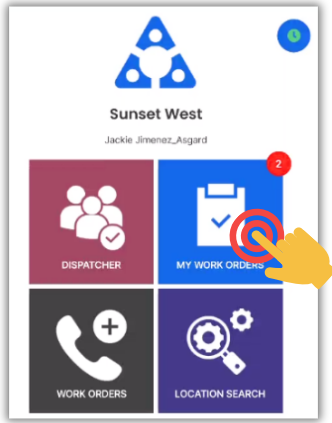
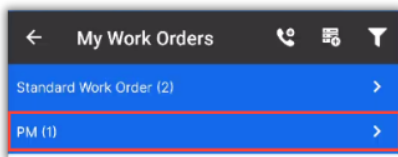


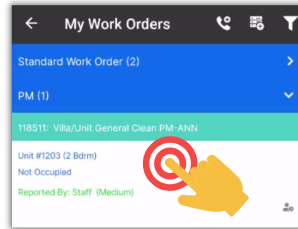
Step 1: Tap My Work Orders.



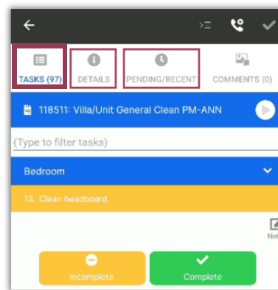
Then the **PM Banner**.



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



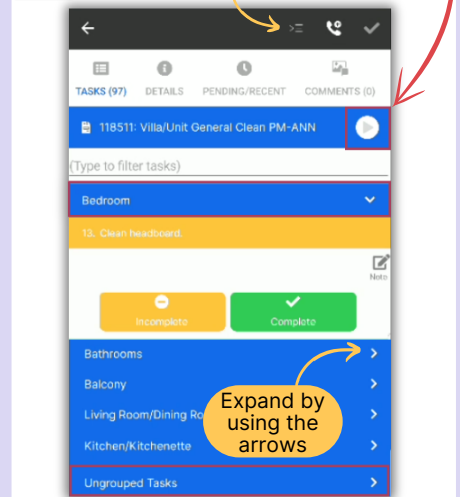
Details and Pending/Recent provide more information.



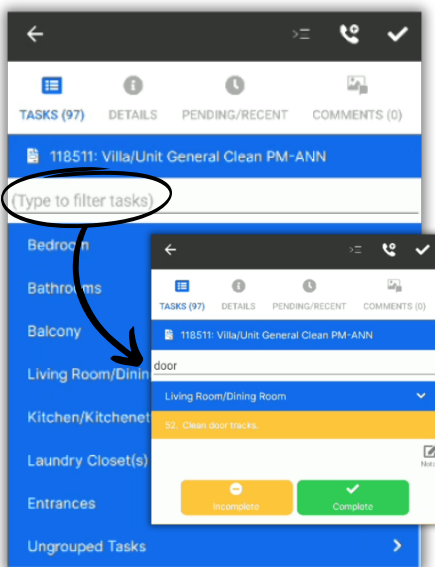
Step 3: Tap Start.

- Task Lists are either:
- Ungrouped
 - Grouped by Sublocation

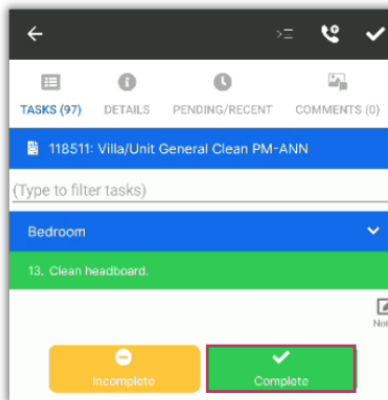
Quick Collapse: compresses sublocation banners.



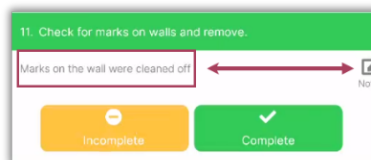
Step 5: To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



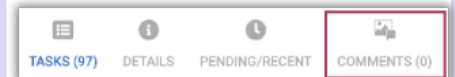
Step 4: When the work is done, mark each task **Complete**.



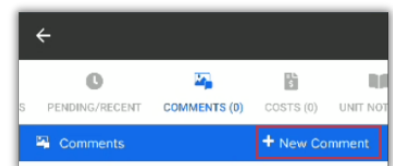
Add **Notes**, if needed.



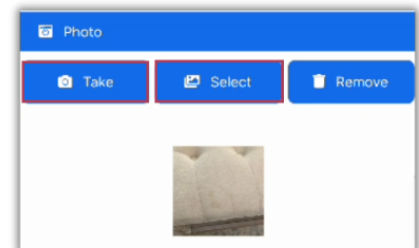
Step 5: Add **Comments/Photos**.



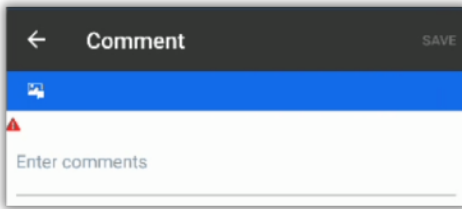
Tap **New Comment**.



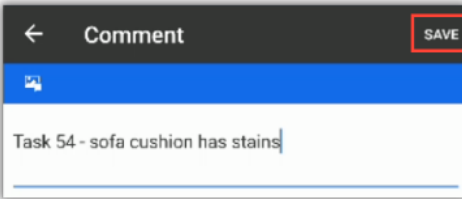
Take a **Photo** or **Select** from Gallery.



Step 6: Enter your comment.



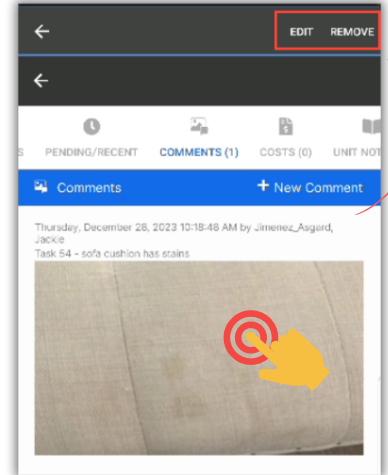
A Comment is required when adding a Photo.



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

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

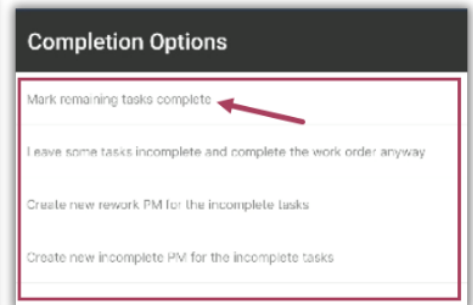
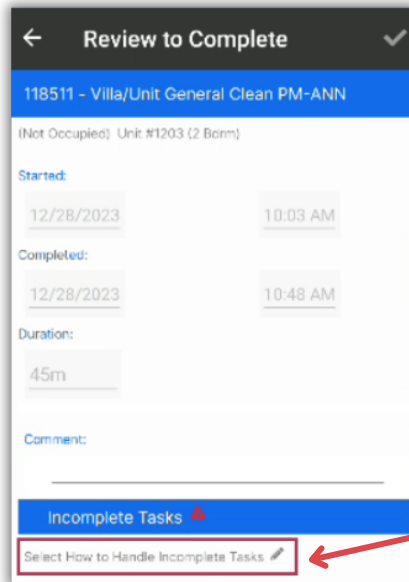
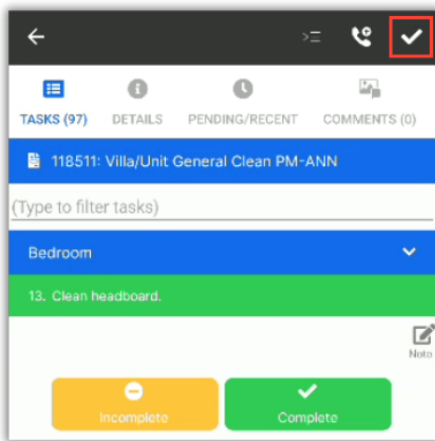
After saving your photo, you can **Edit** or **Remove** it by **pressing** on the saved photo.



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

