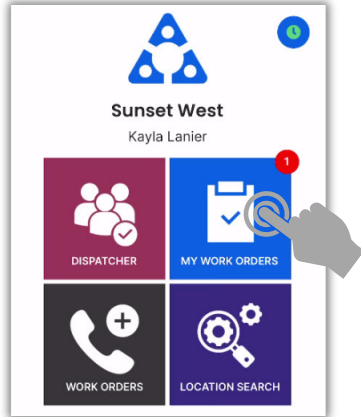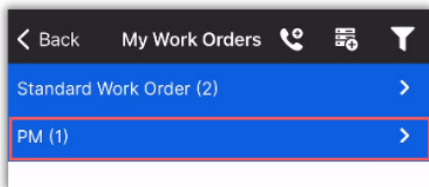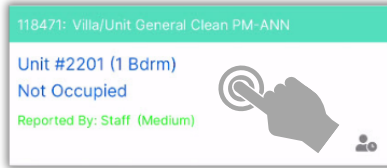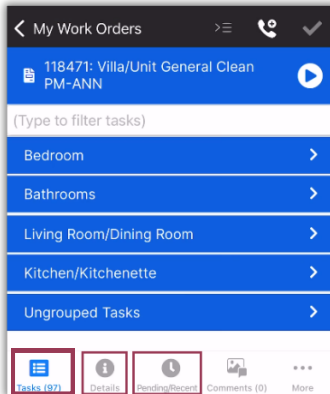**Step 1:** Tap My **Work Orders.**

Then the **PM Banner.**

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

Details and **Pending/Recent** provide more information.
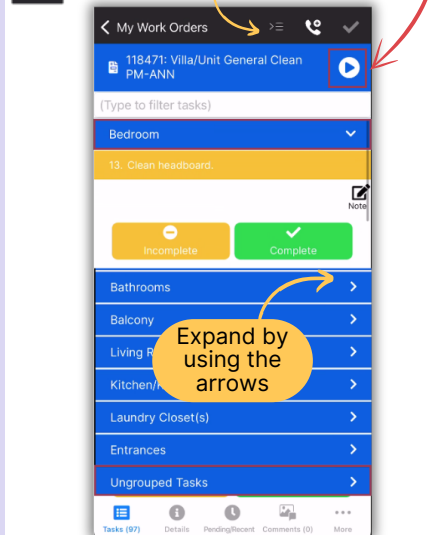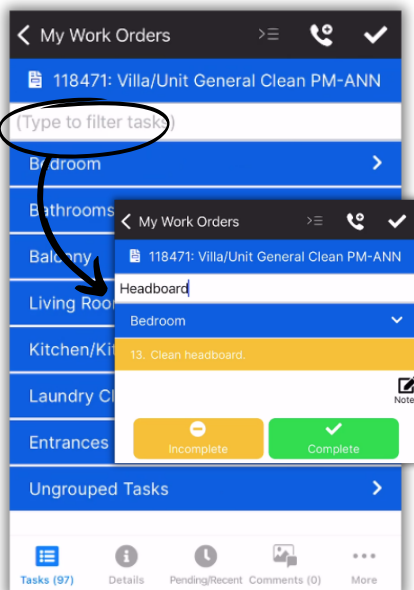
Step 3: Tap **Start.**
Task Lists are either:
- Ungrouped
- Grouped by Sublocation

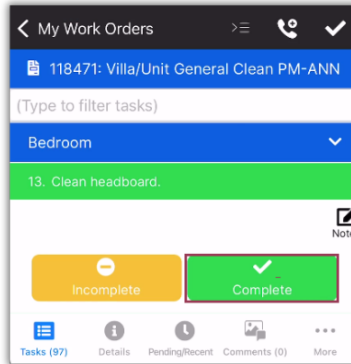**Quick Collapse:** compresses sublocation banners.

Expand by using the arrows
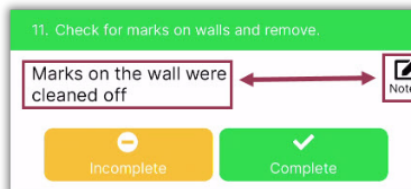
Step 4: To search for a specific task, tap "Type to filter tasks" below the Tasks header. Start typing the **Keyword;** the tasks below will automatically filter to match your search.
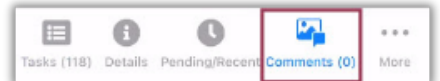
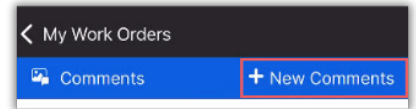**Step 5:** When the work is done, mark each task **Complete.**
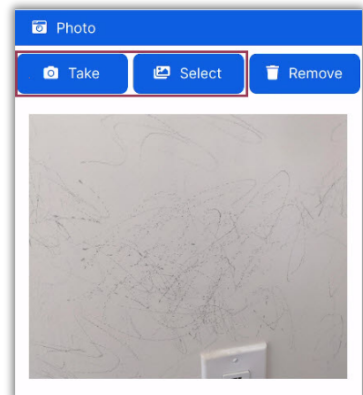
Add **Notes**, if needed.

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

Tap **New Comment.**

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

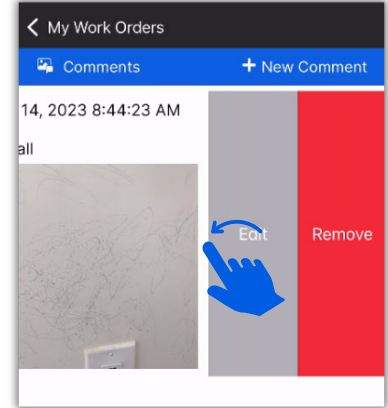**Step 7:** Enter your **comment.**

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

⟨ Back　　Comment　　Save

🖼

⚠

Enter comments
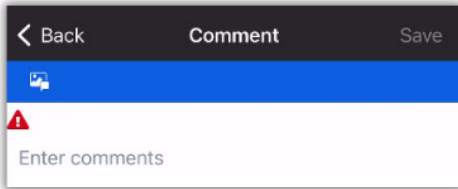
⚠ A **Comment is** <u>required</u> when adding a Photo.

⟨ My Work Orders

🖼 Comments　　＋ New Comment

14, 2023 8:44:23 AM
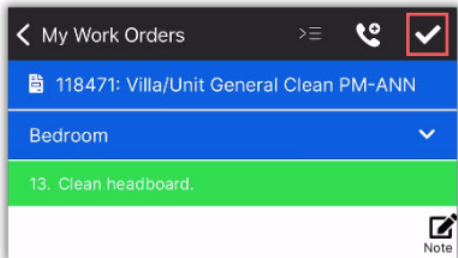
all

Edit　　Remove

⟨ Back　　Comment　　**Save**

🖼

Task 11 - marks on wall

💡 You may want to add the **task number** in the comment for added clarity.
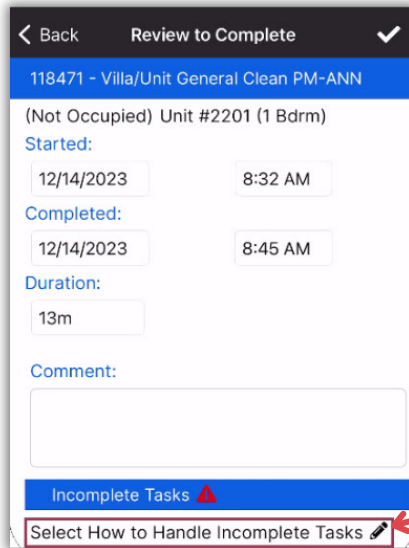
Once your comment has been added, tap **Save.**

Step 8: Tap **Checkmark** to Review.

⟨ My Work Orders　　>≡　📞　✔

📄 118471: Villa/Unit General Clean PM-ANN

Bedroom　　⌄

13. Clean headboard.

📝 Note

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

⟨ Back　　Review to Complete　　✔

118471 - Villa/Unit General Clean PM-ANN

(Not Occupied) Unit #2201 (1 Bdrm)

Started:
12/14/2023　　　8:32 AM

Completed:
12/14/2023　　　8:45 AM

Duration:
13m

Comment:

Incomplete Tasks ⚠

Select How to Handle Incomplete Tasks ✏

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

Select a **Completion Option**.

Completion Options

Mark remaining tasks complete

Leave some tasks incomplete and complete the work order anyway

Create new rework PM for the incomplete tasks

Create new incomplete PM for the incomplete tasks
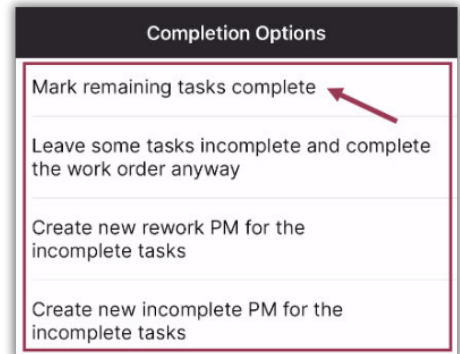
Tap the **pencil icon** to resolve.

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

⟨ Back　　Review to Complete　　✔

118471 - Villa/Unit General Clean PM-ANN

(Not Occupied) Unit #2201 (1 Bdrm)

Success! Tap OK

Success
Way to go! Your PM is complete

OK

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.