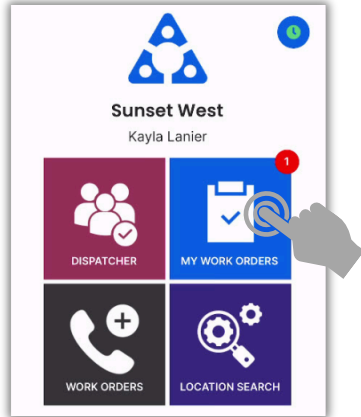
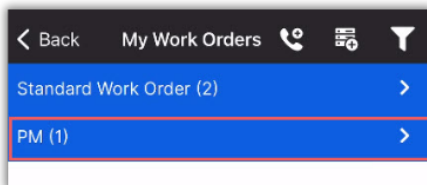


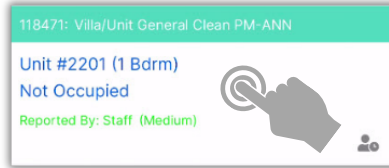
Step 1: Tap My Work Orders.



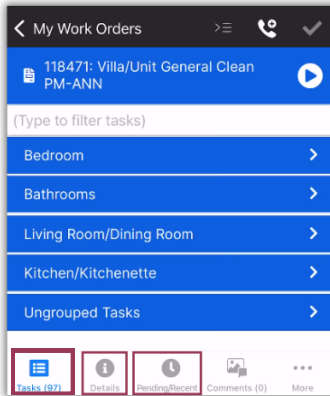
Then the **PM Banner**.



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

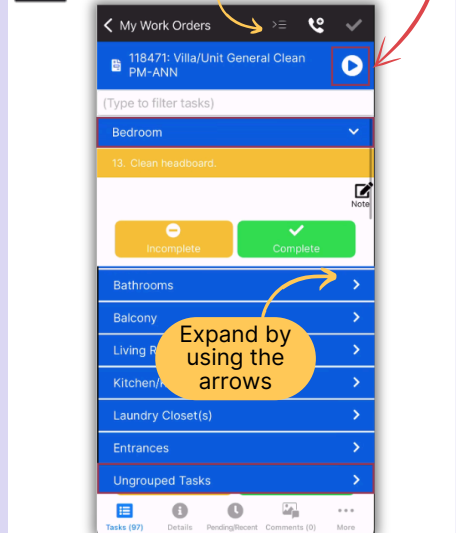


Details and Pending/Recent provide more information.

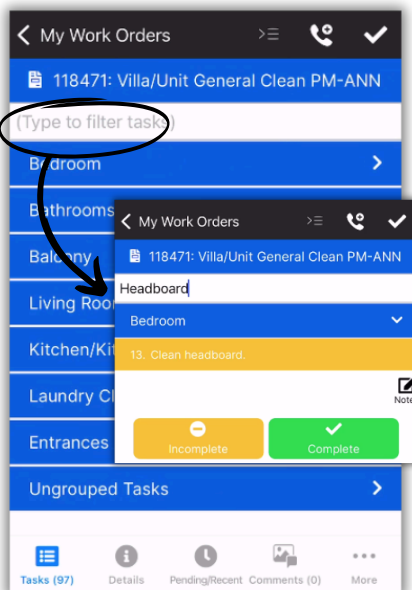


Step 3: Tap Start.

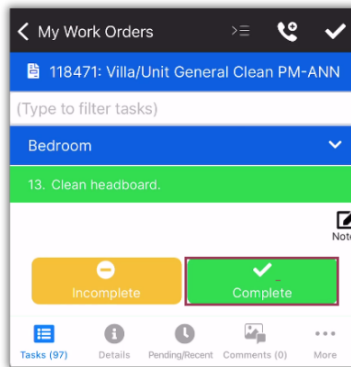
- Task Lists are either:
- Ungrouped
 - Grouped by Sublocation
- Quick Collapse:** compresses sublocation banners.



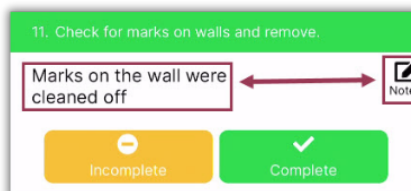
Step 4: To search for a specific task, tap "Type to filter tasks" below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



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



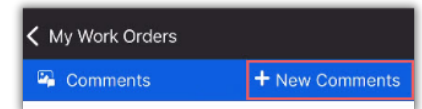
Add **Notes**, if needed.



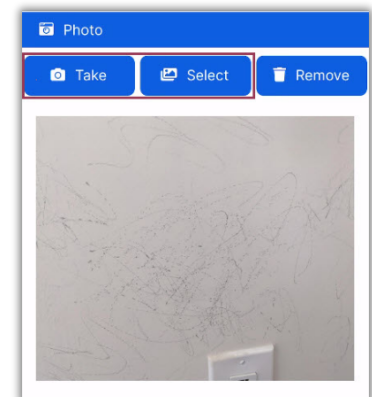
Step 6: Add Comments/Photos.



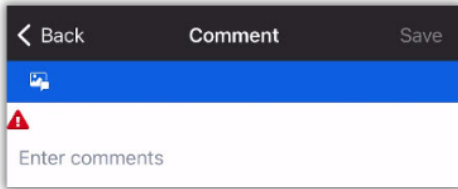
Tap **New Comment**.



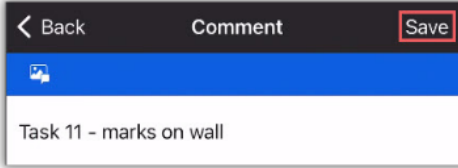
Take a **Photo** or **Select** from Gallery.



Step 7: Enter your comment.



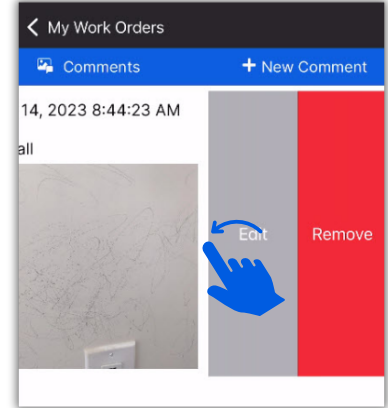
⚠️ A **Comment is required** when adding a Photo.



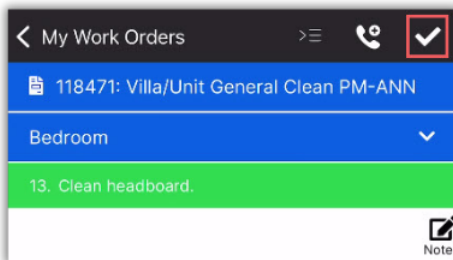
💡 You may want to add the **task number** in the comment for added clarity.

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

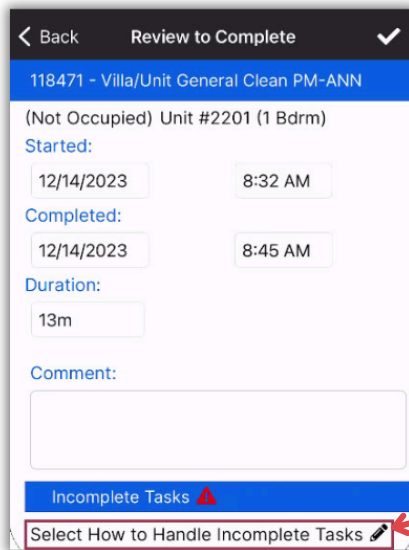
After saving your photo, you can **Edit** or **Remove** it by **swiping left** on the saved photo.



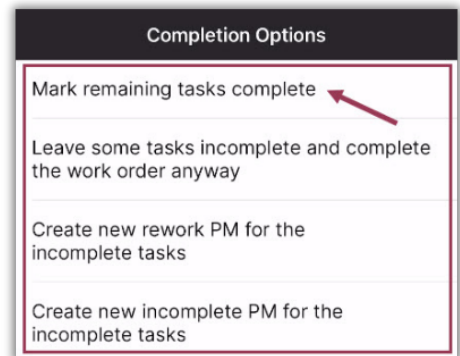
Step 8: Tap Checkmark to Review.



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



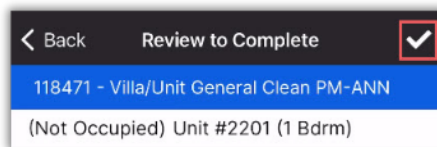
Select a **Completion Option**.



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

Tap the **pencil icon** to resolve.

Step 9: Tap Checkmark to complete.



Success! Tap OK

