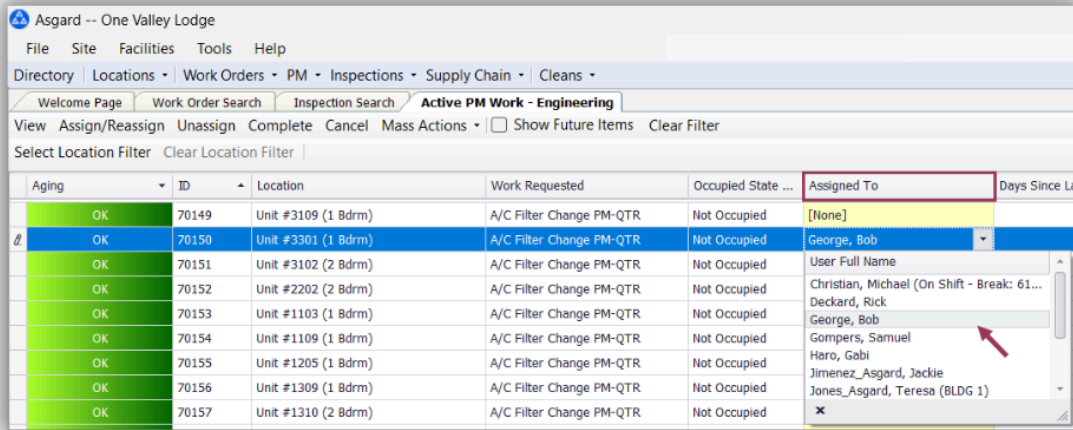
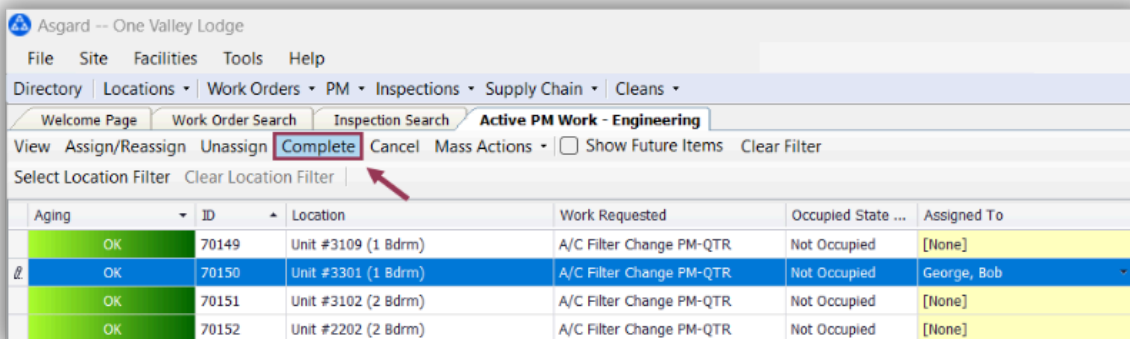


Step 1: Highlight the PM work order that you would like to complete from the Active PM list. Click the drop-down arrow in the **Assigned To** column and select an assignee from the list.



Step 2: Click the **Complete** button on top of the menu bar.



Step 3: The Complete Work Order dialogue box will open. Click the radial button for **Duration**, enter the start and stop time, and click **OK**. **All Tasks will automatically be completed.**



Completed PMs can be viewed from the Recently Completed PM Work Screen up to the last 7 days.

