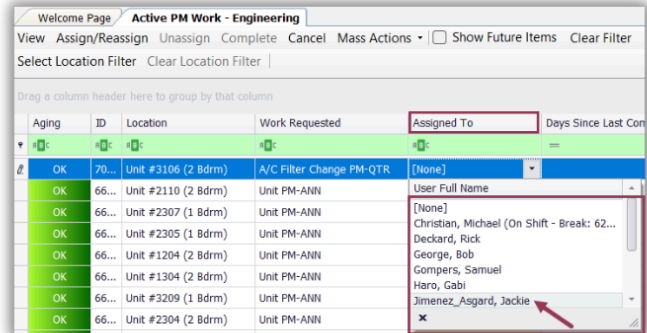
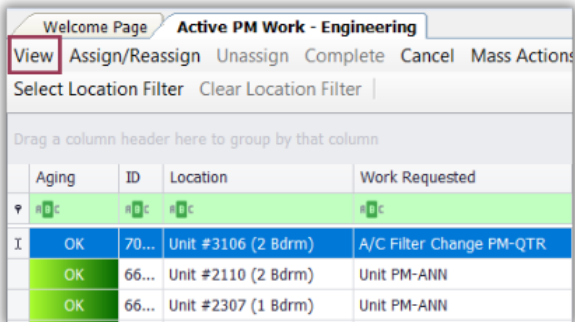


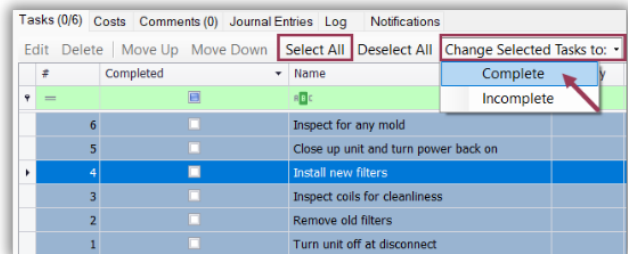
Step 1: Highlight the PM work order you would like to complete from the **Active PM** list. Click the drop-down arrow in the **Assigned To** column and select an assignee from the list.



Step 2: Click **View** in the upper lefthand corner of the menu bar.



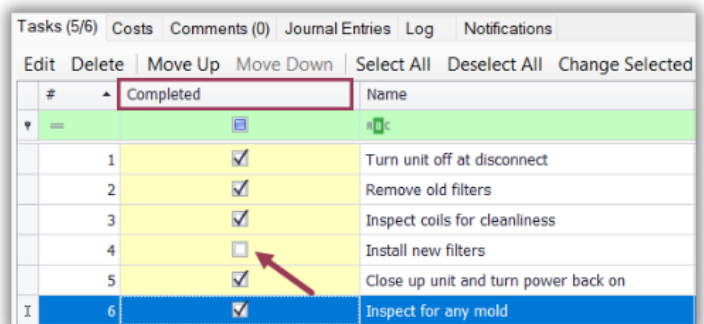
Step 3: The Task list is found on the bottom half of the work order details screen. To update all the tasks at once, click **Select All**, next go two buttons to the right click **Change Selected Tasks to**, and **Select Complete**.



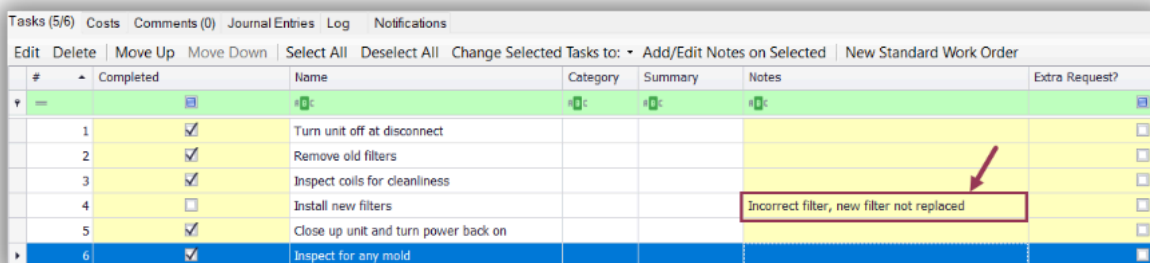
Step 4: Uncheck any **Incomplete** tasks in the **Completed** column.



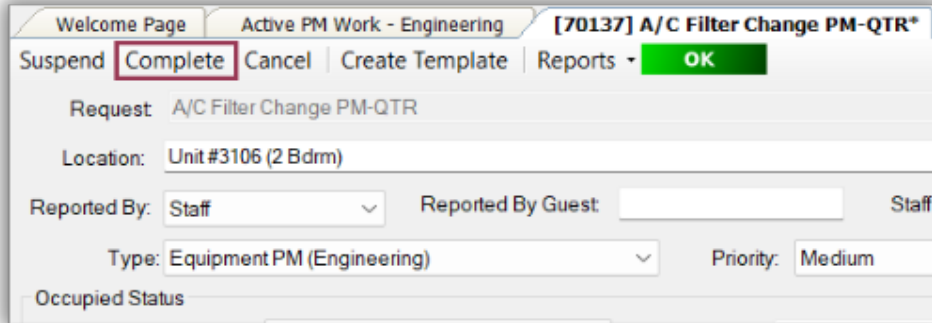
To change the status of multiple tasks, press and hold the Shift key to select sequential tasks or the Control key to select random tasks.



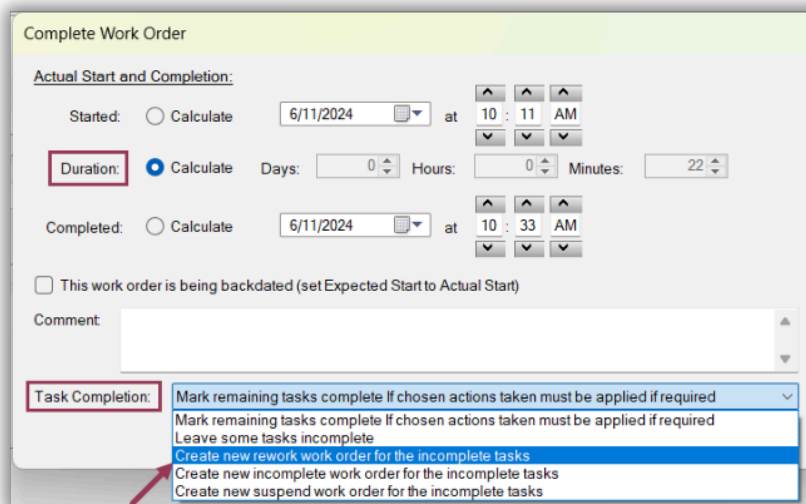
Step 5: If applicable, add Notes to the associated Task(s). Simply click on the note field to add or edit Note(s).



Step 6: Click the **Complete** button on top of the menu bar.



Step 7: The Complete Work Order dialogue box will open. Enter the work time. Next, select a **Task Completion** option and click **OK**. If you need to track and complete the incomplete work later Select "Create new rework work order for the incomplete tasks".



- Mark remaining tasks complete if chosen actions taken must be applied if required
- Leave some tasks incomplete
- **Create new rework work order for the incomplete tasks**
- Create new incomplete work order for the incomplete task
- Create new suspend work order for the incomplete tasks



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

Step 8: Click **Save/Close** in the upper right-hand corner.

