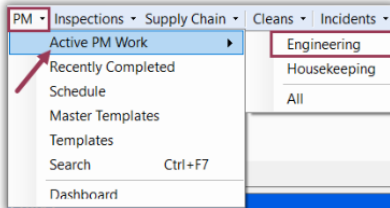
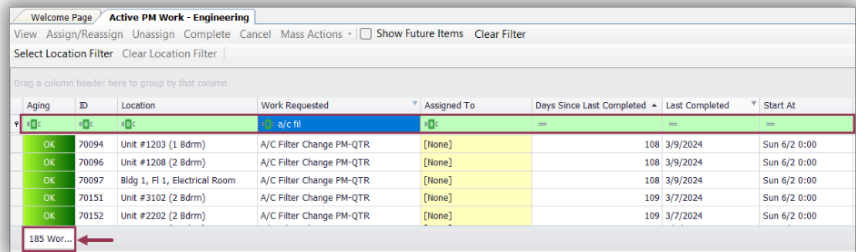


Step 1: Open the **Active PM Work** drop-down from the PM menu tab. Select a **Department**.



Step 2: The Active PM screen displays all active PMs generated for your site at the start of the period (e.g., quarterly, annually, monthly) during which they are to be completed.

- The bottom left-hand corner gives you the total number of PMs
- The different columns provide information at a glance that will help you manage your PM work
- Use the green filter bar to narrow down the data by one or more columns (e.g., filter for all A/C Filter PM work that needs to be completed)

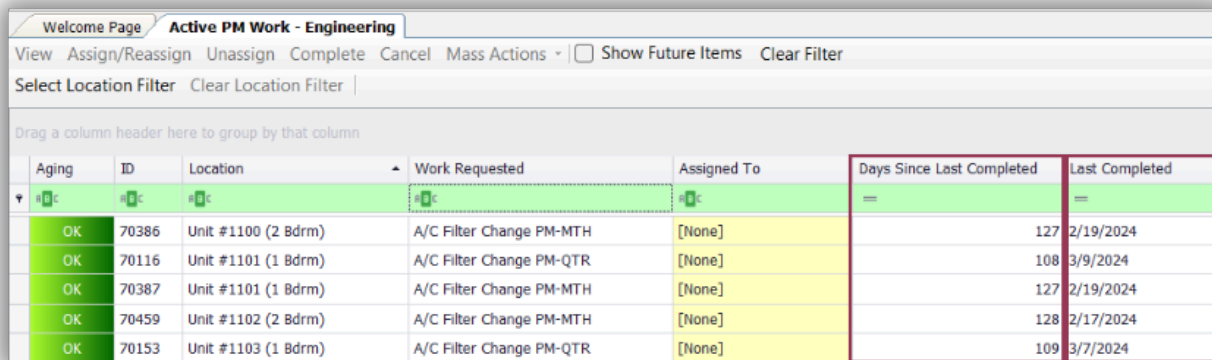


Aging	ID	Location	Work Requested	Assigned To	Days Since Last Completed	Last Completed	Start At
OK	70094	Unit #1203 (1 Bdrm)	A/C Filter Change PM-QTR	[None]	108	3/9/2024	Sun 6/2 0:00
OK	70096	Unit #1208 (2 Bdrm)	A/C Filter Change PM-QTR	[None]	108	3/9/2024	Sun 6/2 0:00
OK	70097	Bldg 1, Fl 1, Electrical Room	A/C Filter Change PM-QTR	[None]	108	3/9/2024	Sun 6/2 0:00
OK	70151	Unit #3102 (2 Bdrm)	A/C Filter Change PM-QTR	[None]	109	3/7/2024	Sun 6/2 0:00
OK	70152	Unit #2202 (2 Bdrm)	A/C Filter Change PM-QTR	[None]	109	3/7/2024	Sun 6/2 0:00

Step 3: The two most important columns provide critical information that lets you decide the best action when prioritizing and assigning your PM work.

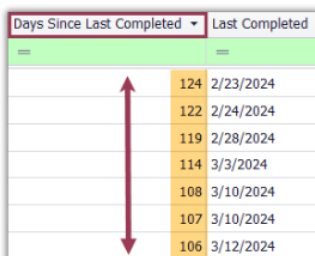
Days Since Last Completed column is the actual number of days since the work was completed at that location.

Last Completed column gives you the date that the PM work order was last completed at that location.



Aging	ID	Location	Work Requested	Assigned To	Days Since Last Completed	Last Completed
OK	70386	Unit #1100 (2 Bdrm)	A/C Filter Change PM-MTH	[None]	127	2/19/2024
OK	70116	Unit #1101 (1 Bdrm)	A/C Filter Change PM-QTR	[None]	108	3/9/2024
OK	70387	Unit #1101 (1 Bdrm)	A/C Filter Change PM-MTH	[None]	127	2/19/2024
OK	70459	Unit #1102 (2 Bdrm)	A/C Filter Change PM-MTH	[None]	128	2/17/2024
OK	70153	Unit #1103 (1 Bdrm)	A/C Filter Change PM-QTR	[None]	109	3/7/2024

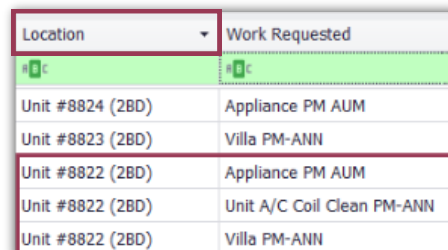
Click on **Days Since Last Completed** to **sort the PMs up and down numerically**, with the locations that have gone the longest since their last completion at the top.



Days Since Last Completed	Last Completed
124	2/23/2024
122	2/24/2024
119	2/28/2024
114	3/3/2024
108	3/10/2024
107	3/10/2024
106	3/12/2024



Click on the **Location** column to **group PMs by location together**, allowing you to consolidate the work and assign multiple PMs to the same technician for efficiency.



Location	Work Requested
Unit #8824 (2BD)	Appliance PM AUM
Unit #8823 (2BD)	Villa PM-ANN
Unit #8822 (2BD)	Appliance PM AUM
Unit #8822 (2BD)	Unit A/C Coil Clean PM-ANN
Unit #8822 (2BD)	Villa PM-ANN