

Step 1: Highlight the PM you are interested in and click View Matrix in the upper right-hand corner of the screen.

Vie	ew Assign/Reassign	Unassi	gn Complete Cancel Mass Actie	ns 🔹 🛃 Show Future Items 🛛 Cl	ear Filter				Vi	ew Matrix Print •	Refresh Repor	ts • Clo
e	lect Location Filter	Clear Loo	ation Filter									
)
	Aging	ID	Location	Work Requested	Assigned To	Days Since Last Completed		Last Completed	Start At	Facilities Department	Department	Туре
	(B)	#BC	s 🗖 c	8 0 0	я∎с	=		=	-	REC	a 🛛 c	# 🖸 C
1	ОК	122569	Unit #22304 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]		82	4/10/2024	Mon 7/1 0:00	Sunset West	Engineering	Room P
	ОК	122570	Unit #16106 (1 Bdrm)	A/C Filter Replacement PM-QTR	[None]		87	4/5/2024	Mon 7/1 0:00	Sunset West	Engineering	Room F
I	DUE	121301	Unit #12300 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]		89	4/2/2024	Wed 4/24 0:00	Sunset West	Engineering	Room P
	ОК	122573	Unit #15203 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]		26	6/5/2024	Mon 7/1 0:00	Sunset West	Engineering	Room F
	ОК	122592	Unit #14208 (2 Bdrm)	A/C Filter Replacement PM-QTR	[None]		25	6/6/2024	Mon 7/1 0:00	Sunset West	Engineering	Room F

Step 2: The Matrix shows a complete status view of the highlighted PM for all locations. Check the **Show Last Completion Date** box to see the last date the PM was completed at each location.

Welcome Page Active PM Work - Eng	gineering PM Matrix - A/C Filter Rep	acement PM-QTR			
Show Last Completion Date Show	v Inactive (Double-click red and yellow	items to view the N Filter by Occupied Stat	us 🔹		Print Refresh Close
Office 1, AHU 001 This item has never been completed	Unit #10101 (1 Bdrm) Waiting Last completed on 7/1/2024	Unit #10308 (1 Bdrm) Not Occupied Last completed on 7/1/2024	Unit #10309 (1 Bdrm) Not Occupied Last completed on 4/12/2024	Unit #10311 (2 Bdrm Model) Not Occupied Last completed on 3/4/2024	
Unit #12300 (2 Bdrm)	Unit #13203 (1 Bdrm)	Unit #13204 (1 Bdrm)	Unit #13205 (1 Bdrm)	Unit #13207 (2 Bdrm)]
Not Occupied	Not Occupied	Not Occupied	Not Occupied	Not Occupied	
Last completed on 4/2/2024	Last completed on 3/22/2024	Last completed on 6/21/2024	Last completed on 6/19/2024	Last completed on 4/8/2024	
Unit #13306 (1 Bdrm)	Unit #13307 (2 Bdrm)	Unit #14101-Hotel Units (2 /2 / Murphy Bed)	Unit #14102 (2 Bdrm)	Unit #14104 (2 Bdrm ADA)	
Not Occupied	Not Occupied	Not Occupied	Not Occupied	Not Occupied	
Last completed on 4/16/2024	Last completed on 3/15/2024	Last completed on 5/23/2024	Last completed on 6/7/2024	Last completed on 7/1/2024	
Unit #14201 (1 Bdrm)	Unit #14202 (2 Bdrm)	Unit #14203 (2 Bdrm)	Unit #14204 (2 Bdrm)	Unit #14206 (2 Bdrm)	
Not Occupied	Not Occupied	Not Occupied	Not Occupied	Not Occupied	
Last completed on 3/5/2024	Last completed on 7/1/2024	Last completed on 3/6/2024	Last completed on 5/21/2024	Last completed on 2/14/2024	
Unit #14207 (2 Bdrm)	Unit #14208 (2 Bdrm)	Unit #14209 (1 Bdrm)	Unit #14210 (2 Bdrm)	Unit #14302 (2 Bdrm)	
Not Occupied	Occupied	Not Occupied	Not Occupied	Not Occupied	
Last completed on 6/25/2024	Last completed on 6/6/2024	Last completed on 4/29/2024	Last completed on 3/29/2024	Last completed on 6/18/2024	
Unit #14309 (1 Bdrm)	Unit #14310 (2 Bdrm)	Unit #15101 (1 Bdrm)	Unit #15102 (2 Bdrm)	Unit #15104 (2 Bdrm)	
Not Occupied	Not Occupied	Not Occupied	Not Occupied	Not Occupied	
Last completed on 4/19/2024	Last completed on 3/1/2024	Last completed on 7/1/2024	Last completed on 3/26/2024	Last completed on 7/1/2024	
Unit #15105 (2 Bdrm)	Unit #15106 (2 Bdrm)	Unit #15107 (2 Bdrm)	Unit #15108 (2 Bdrm)	Unit #15110 (2 Bdrm)	
Not Occupied	Not Occupied	Not Occupied	Not Occupied	Not Occupied	
Last completed on 3/8/2024	Last completed on 6/21/2024	Last completed on 3/18/2024	Last completed on 7/1/2024	Last completed on 5/9/2024	
94 Items 8 (8.51%) Complete (Green)	0 (0.00%) Superseded (Blue) 86 (9	1.49%) Incomplete (Yellow and Red) 0 (0.0	00%) Unsuccessful and Not Planned (Orange)		- · · ·

Step 3: The colors give you additional information. The **Color Key** and percentage of the completion rate are at the bottom of the page.

now Last Completion Date 🗌 Show	Inactive (Double-click red and yellow it	tems to view the W Filter by Occupied Status	•	Print Refresh	CI
office 1, AHU 001	Unit #10101 (1 Bdrm)	Unit #10308 (1 Bdrm)	Unit #10309 (1 Bdrm)		
his item has never been completed	Waiting Last completed on 7/1/2024	Not Occupied Last completed on 7/1/2024	Not Occupied Last completed on 4/12/2024		
Unit #12300 (2 Bdrm)	Unit #13203 (1 Bdrm)	Unit #13204 (1 Bdrm)	Unit #13205 (1 Bdrm)		
Not Occupied Last completed on 4/2/2024	Not Occupied Last completed on 3/22/2024	Last completed on 6/21/2024	Not Occupied Last completed on 6/19/2024		
Unit #14201 (1 Bdrm)	Unit #14202 (2 Bdrm)	Unit #14203 (2 Bdrm)	Unit #14204 (2 Bdrm)		
Not Occupied Last completed on 3/5/2024	Not Occupied Last completed on 7/1/2024	Not Occupied Last completed on 3/6/2024	Not Occupied Last completed on 5/21/2024		
Unit #14309 (1 Bdrm)	Unit #14310 (2 Bdrm)	Unit #15101 (1 Bdrm)	Unit #15102 (2 Bdrm)		
Not Occupied Last completed on 4/19/2024	Not Occupied Last completed on 3/1/2024	Not Occupied Last completed on 7/1/2024	Not Occupied Last completed on 3/26/2024		
Unit #15105 (2 Bdrm)	Unit #15106 (2 Bdrm)	Unit #15107 (2 Bdrm)	Unit #15108 (2 Bdrm)		
Not Occupied Last completed on 3/8/2024	Not Occupied Last completed on 6/21/2024	Not Occupied Last completed on 3/18/2024	Not Occupied Last completed on 7/1/2024		

GREEN – PM completed this period (QTR/ANN/MTH etc.).

YELLOW – PM completed last period but has not yet been completed this period

RED – PM not completed for at least the last two periods

ORANGE – Indicates a location is out of service or unavailable

Step 4: To print the Matrix, click the Print button in the right-hand corner. Click Submit.

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Parameters	а х				
ReportTitle Sunset West			Sunset West		
Subtitle A/C Filter Replacement PM-QTR		A	/C Filter Replacement PM-QTR		
Reset	Office 1, AHU 001 This item has never been completed	Unit #10101 (1 Bdrm) Waiting Last completed on 7/1/2024	Unit #10308 (1 Bdrm) Not Occupied Last completed on 7/1/2024	Unit #10309 (1 Bdrm) Not Occupied Last completed on 4/12/2024	
1	Unit #10310 (2 Bdrm) Not Occupied Last completed on 4/4/2024	Unit #10311 (2 Bdrm Model) Not Occupied Last completed on 3/4/2024	Unit #12300 (2 Bdrm) Not Occupied Last completed on 4/2/2024	Unit #13203 (1 Bdrm) Not Occupied Last completed on 3/22/2024	
	Unit #13204 (1 Bdrm) Not Occupied Last completed on 6/21/2024	Unit #13205 (1 Bdrm) Not Occupied Last completed on 6/19/2024	Unit #13206 (1 Bdrm) Not Occupied Last completed on 2/20/2024	Unit #13207 (2 Bdrm) Not Occupied Last completed on 4/8/2024	
	Unit #14101-Hotel Units (2 /2 / Murphy Bed) Not Occupied Last completed on 5/23/2024	Unit #14102 (2 Bdrm) Not Occupied Last completed on 6/7/2024	Unit #14103 (2 Bdrm) Not Occupied Last completed on 5/14/2024	Unit #14104 (2 Bdrm ADA) Not Occupied Last completed on 7/1/2024	
	Unit #14105 (2 Bdrm) Not Occupied Last completed on 5/28/2024	Unit #14106 (2 Bdrm) Not Occupied Last completed on 4/9/2024	Unit #14107 (2 Bdrm) Not Occupied Last completed on 2/13/2024	Unit #14108 (2 Bdrm) Not Occupied Last completed on 5/17/2024	
	Unit #14109 (1 Bdrm) Not Occupied Last completed on 5/6/2024	Unit #14110 (2 Bdrm) Not Occupied Last completed on 5/20/2024	Unit #14201 (1 Bdrm) Not Occupied Last completed on 3/5/2024	Unit #14202 (2 Bdrm) Not Occupied Last completed on 7/1/2024	
	Unit #14301 (1 Bdrm) Not Occupied Last completed on 2/12/2024	Unit #14302 (2 Bdrm) Not Occupied Last completed on 6/18/2024	Unit #14303 (2 Bdrm) Not Occupied Last completed on 6/20/2024	Unit #14304 (2 Bdrm) Not Occupied Last completed on 2/23/2024	
	Unit #14309 (1 Bdrm)	Unit #14310 (2 Bdrm)	Unit #15101 (1 Bdrm)	Unit #15102 (2 Bdrm)	

Step 5: You can view and assign incomplete PMs from the Matrix. Double click on a yellow or red location to open the PM.

how Last Completion Date 🗌 Show	Inactive (Double-click red and ye	ellow items to view the w Filter by Occupied Stat	tus	Print Refresh C
Office 1, AHU 001	Unit #10101 (1 Bdrm) Waiting	Unit #10308 (1 Bdrm) Not Occupied	Unit #10309 (1 Bdrm) Not Occupied	Unit #12300 (2 Bdrm) Not Occupied
Unit #14109 (1 Bdrm) Not Occupied Last completed on 5/5/2024	Unit #14110 (2 Bdrm) Not Occupied	Unit #14201 (1 Bdrm) Not Occupied Last completed on 3/5/2024	Unit #14202 (2 Bdrm) Not Occupied Last completed on 7/1/2024	Unit #14205 (2 Bdrm) Not Occupied
Unit #14303 (2 Bdrm) Not Occupied	Unit #14304 (2 Bdrm) Not Occupied	Unit #14305 (2 Bdrm) Not Occupied Last completed on 6/28/2024	Unit #14306 (2 Bdrm) Not Occupied Last completed on 6/13/2024	Unit #14309 (1 Bdrm) Not Occupied
Unit #15107 (2 Bdrm) Not Occupied	Unit #15108 (2 Bdrm) Not Occupied	Unit #15109 (1 Bdrm) Not Occupied	Unit #15110 (2 Bdrm) Not Occupied	Unit #15203 (2 Bdrm) Occupied
Last completed on 3/18/2024	Last completed on 7/1/2024	Last completed on 3/21/2024	Last completed on 5/9/2024	Last completed on 6/5/2024
	Use the Assigne	e field on the right-ha	nd side of the scree	en
		to assign the PM.		
/elcome Page 🔰 Active PM Work - Engineering	PM Matrix - A/C Filter Replacemen	nt PM-QTR / [122587] A/C Filter Replacement PM-	QTR	
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