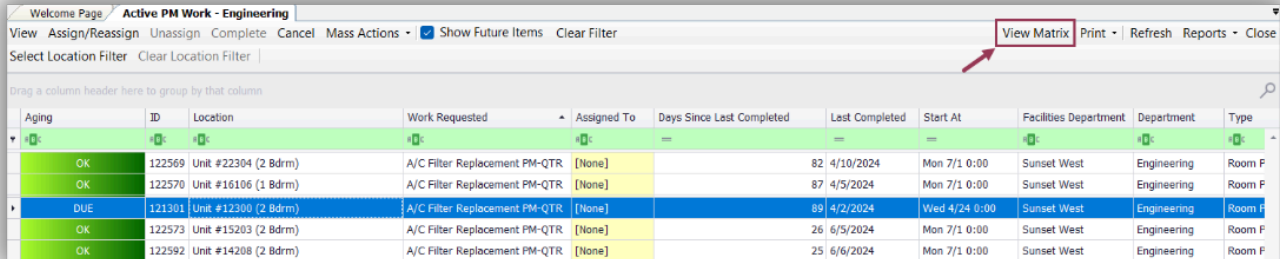
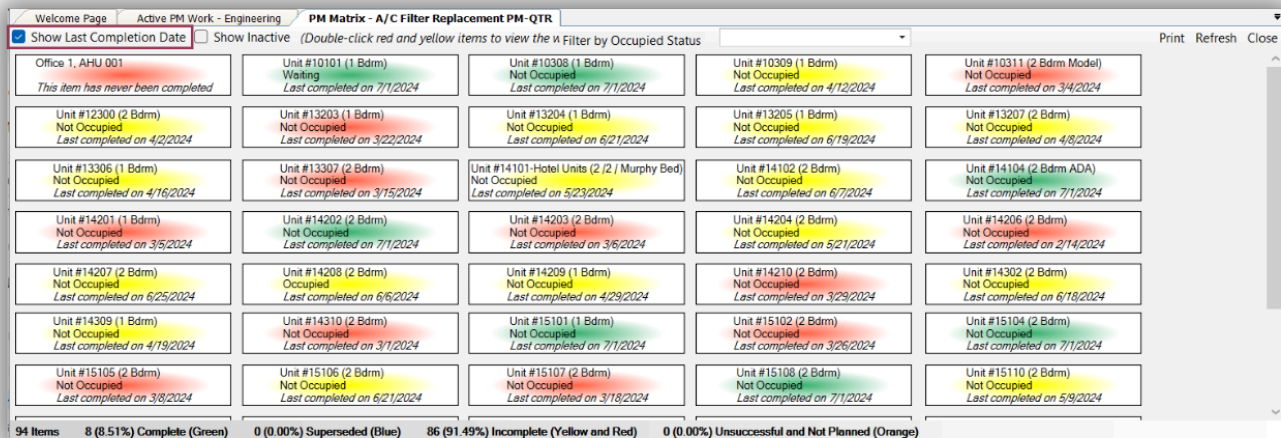


**Step 1:** Highlight the PM you are interested in and click **View Matrix** in the upper right-hand corner of the screen.



Aging	ID	Location	Work Requested	Assigned To	Days Since Last Completed	Last Completed	Start At	Facilities Department	Department	Type
OK	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 F
OK	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
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 F
OK	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
OK	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

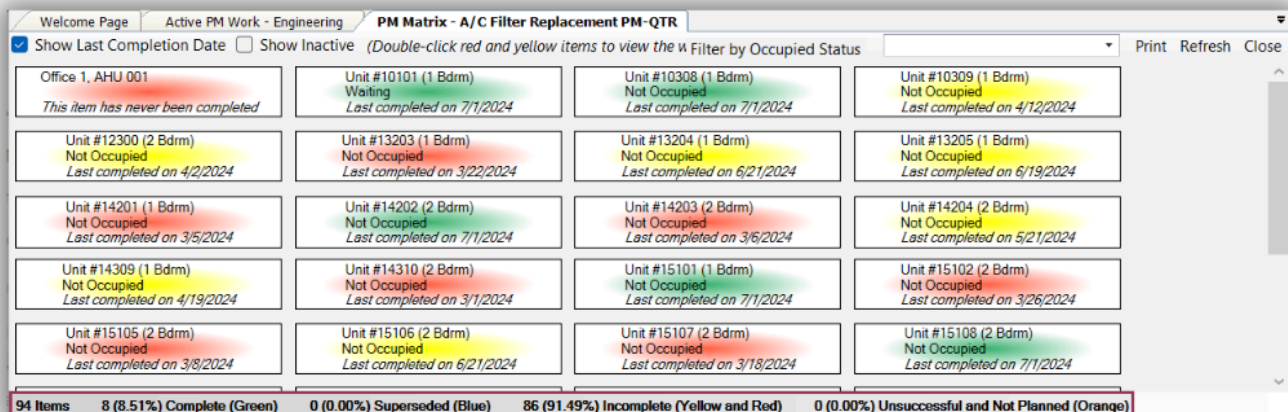
**Step 2:** The Matrix shows a complete status view of the highlighted PM for all locations. Check the **Show Last Completion Date** box to see the last date the PM was completed at each location.



Office 1, AHU 001	Unit #10101 (1 Bdrm)	Unit #10308 (1 Bdrm)	Unit #10309 (1 Bdrm)	Unit #10311 (2 Bdrm Model)
This 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	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 #13207 (2 Bdrm) Not Occupied Last completed on 4/8/2024
Unit #13306 (1 Bdrm) Not Occupied Last completed on 4/16/2024	Unit #13307 (2 Bdrm) Not Occupied Last completed on 3/15/2024	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 #14104 (2 Bdrm ADA) Not Occupied Last completed on 7/1/2024
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 #14203 (2 Bdrm) Not Occupied Last completed on 3/6/2024	Unit #14204 (2 Bdrm) Not Occupied Last completed on 5/21/2024	Unit #14206 (2 Bdrm) Not Occupied Last completed on 2/14/2024
Unit #14207 (2 Bdrm) Not Occupied Last completed on 6/25/2024	Unit #14208 (2 Bdrm) Occupied Last completed on 6/6/2024	Unit #14209 (1 Bdrm) Not Occupied Last completed on 4/29/2024	Unit #14210 (2 Bdrm) Not Occupied Last completed on 3/29/2024	Unit #14302 (2 Bdrm) Not Occupied Last completed on 6/18/2024
Unit #14309 (1 Bdrm) Not Occupied Last completed on 4/19/2024	Unit #14310 (2 Bdrm) Not Occupied Last completed on 3/1/2024	Unit #15101 (1 Bdrm) Not Occupied Last completed on 7/1/2024	Unit #15102 (2 Bdrm) Not Occupied Last completed on 3/26/2024	Unit #15104 (2 Bdrm) Not Occupied Last completed on 7/1/2024
Unit #15105 (2 Bdrm) Not Occupied Last completed on 3/8/2024	Unit #15106 (2 Bdrm) Not Occupied Last completed on 6/21/2024	Unit #15107 (2 Bdrm) Not Occupied Last completed on 3/18/2024	Unit #15108 (2 Bdrm) Not Occupied Last completed on 7/1/2024	Unit #15110 (2 Bdrm) Not Occupied Last completed on 5/9/2024

94 Items    8 (8.51%) Complete (Green)    0 (0.00%) Superseded (Blue)    86 (91.49%) Incomplete (Yellow and Red)    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.



Office 1, AHU 001	Unit #10101 (1 Bdrm)	Unit #10308 (1 Bdrm)	Unit #10309 (1 Bdrm)
This 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) 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 #14201 (1 Bdrm) Not Occupied Last completed on 3/5/2024	Unit #14202 (2 Bdrm) Not Occupied Last completed on 7/1/2024	Unit #14203 (2 Bdrm) Not Occupied Last completed on 3/6/2024	Unit #14204 (2 Bdrm) Not Occupied Last completed on 5/21/2024
Unit #14309 (1 Bdrm) Not Occupied Last completed on 4/19/2024	Unit #14310 (2 Bdrm) Not Occupied Last completed on 3/1/2024	Unit #15101 (1 Bdrm) Not Occupied Last completed on 7/1/2024	Unit #15102 (2 Bdrm) Not Occupied Last completed on 3/26/2024
Unit #15105 (2 Bdrm) Not Occupied Last completed on 3/8/2024	Unit #15106 (2 Bdrm) Not Occupied Last completed on 6/21/2024	Unit #15107 (2 Bdrm) Not Occupied Last completed on 3/18/2024	Unit #15108 (2 Bdrm) Not Occupied Last completed on 7/1/2024

94 Items    8 (8.51%) Complete (Green)    0 (0.00%) Superseded (Blue)    86 (91.49%) Incomplete (Yellow and Red)    0 (0.00%) Unsuccessful and Not Planned (Orange)

- 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**.

The screenshot shows the 'PM Matrix - A/C Filter Replacement PM-QTR' window. At the top right, there are buttons for 'Print', 'Refresh', and 'Close'. The main area is a grid of maintenance units, each with a colored background (green, yellow, or red) indicating its status. A red arrow points to a 'Submit' button located in the bottom left corner of the grid area.

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

The screenshot shows a closer view of the PM Matrix grid. A red box highlights a unit with a yellow background, indicating it is incomplete. The unit is 'Unit #14305 (2 Bdrm)' with a 'Last completed' date of 6/28/2024.

Use the Assignee field on the right-hand side of the screen to assign the PM.

The screenshot shows the details of a selected maintenance unit. The 'Assignee' field is highlighted with a red box, and a dropdown menu is open showing a list of names. The dropdown menu includes 'Nobody', 'Wade, Asgard, Jose', 'Wales, George', 'Waters, Sarah', 'Webb, Anthony', 'Wilson, Saundra', 'Wright, Daniel', 'Wynspector, Marie', 'Zwickel, Austin', and 'Nobody'.