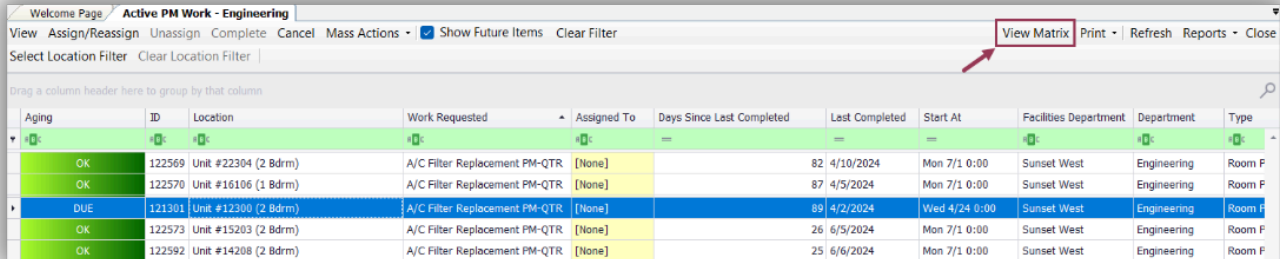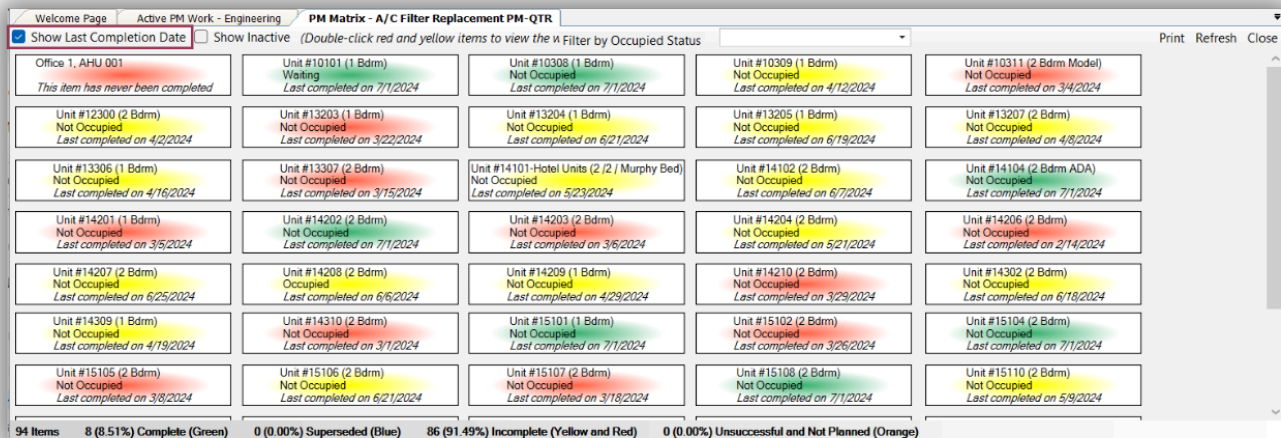**Step 1:** Highlight the PM you are interested in and click **View Matrix** in the upper right-hand corner of the screen.
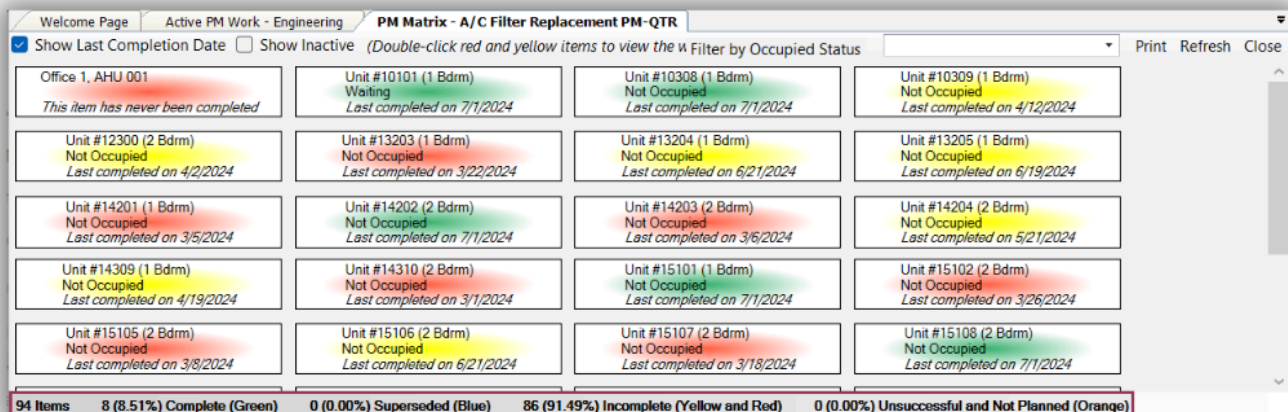

Step 2: The Matrix shows a complete status view of the highlighted PM for all locations. Check the **Show Last Completion Date** box to see the last date the PM was completed at each location.

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

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**.

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

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