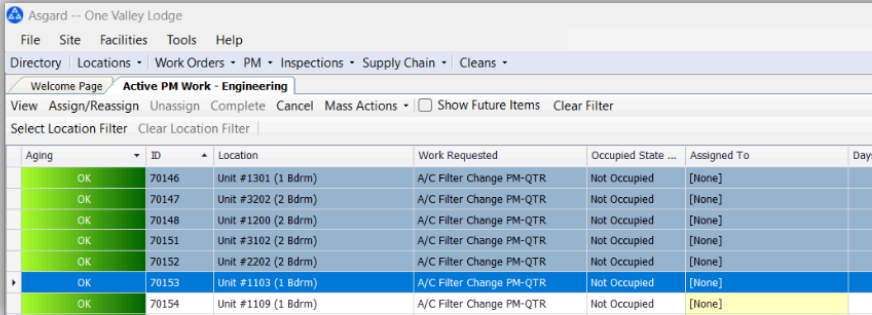


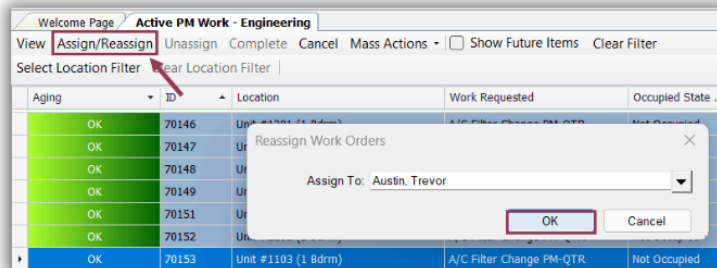
**Step 1:** Select the group of PMs that you want to Mass-Complete.



Aging	ID	Location	Work Requested	Occupied State	Assigned To
OK	70146	Unit #1301 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]
OK	70147	Unit #3202 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]
OK	70148	Unit #1200 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]
OK	70151	Unit #3102 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]
OK	70152	Unit #2202 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]
OK	70153	Unit #1103 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]
OK	70154	Unit #1109 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]

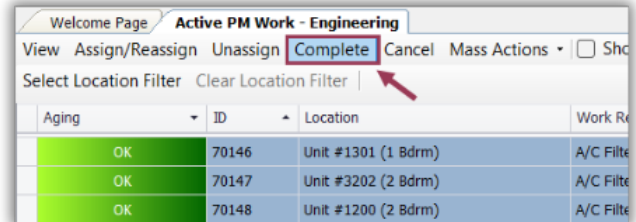
Press and hold the Shift key to select sequential work orders, or the Control key to select random work orders.

**Step 2:** To Assign a team member or vendor to the highlighted PMs for completion, click **Assign/Reassign**. Select an assignee and click **OK**.



**!** To mass-complete PMs, ensure that all PMs were completed by the same person on the same day.

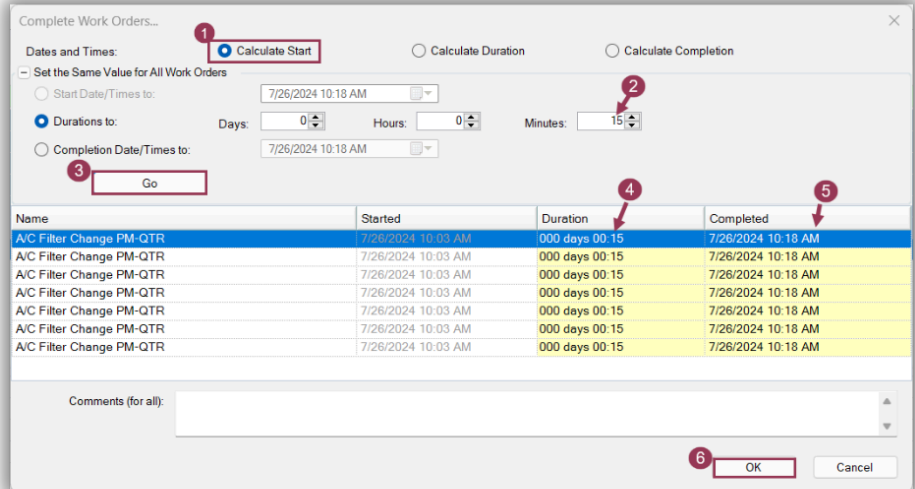
**Step 3:** Click **Complete**.



**Step 4:** Tracking work time:

**Complete Work Order Screen:**

1. Select Calculate Start radial button
2. Enter the duration time or estimate
3. Click Go
- 4 & 5. All times will be updated in the yellow fields
6. Select OK.



Name	Started	Duration	Completed
A/C Filter Change PM-QTR	7/26/2024 10:03 AM	000 days 00:15	7/26/2024 10:18 AM
A/C Filter Change PM-QTR	7/26/2024 10:03 AM	000 days 00:15	7/26/2024 10:18 AM
A/C Filter Change PM-QTR	7/26/2024 10:03 AM	000 days 00:15	7/26/2024 10:18 AM
A/C Filter Change PM-QTR	7/26/2024 10:03 AM	000 days 00:15	7/26/2024 10:18 AM
A/C Filter Change PM-QTR	7/26/2024 10:03 AM	000 days 00:15	7/26/2024 10:18 AM
A/C Filter Change PM-QTR	7/26/2024 10:03 AM	000 days 00:15	7/26/2024 10:18 AM
A/C Filter Change PM-QTR	7/26/2024 10:03 AM	000 days 00:15	7/26/2024 10:18 AM

Completed PMs can be viewed from the Recently Completed PM Work Screen up to the last 7 days