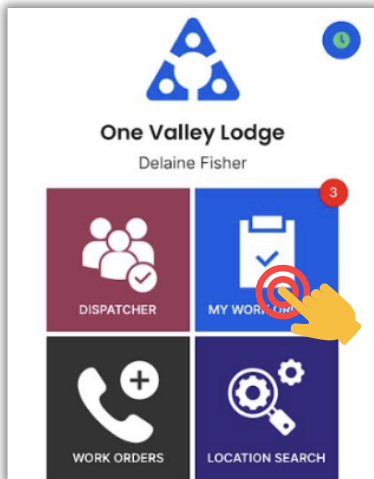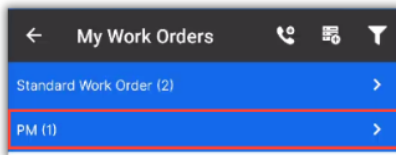**Step 1:** Tap My **Work Orders.**
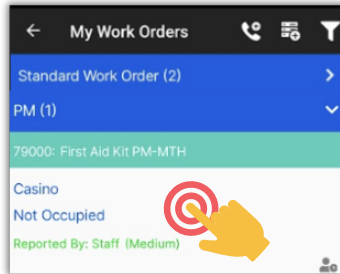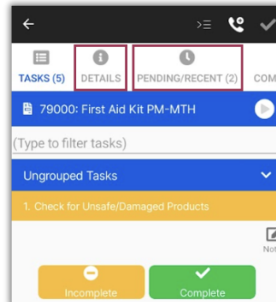

Then the **PM Banner.**

Step 2: Tap to open and view the **PM Task List.**
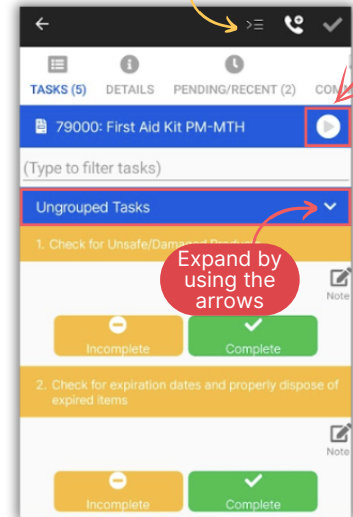

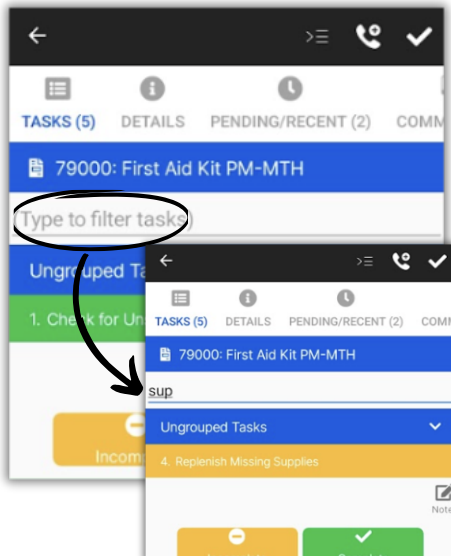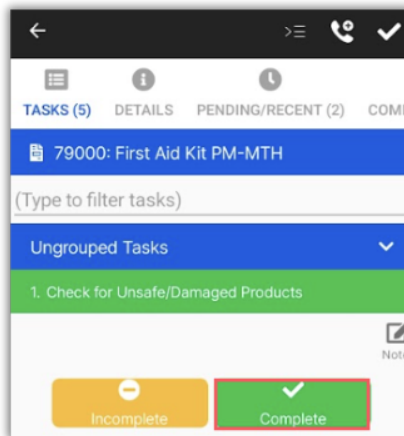**Details** and **Pending/Recent** provide more information.

Step 3: Tap **Start.**
Task Lists are either:
- Ungrouped
- Grouped by Sublocation

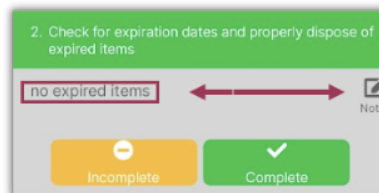**Quick Collapse:** compresses sublocation banners.

Expand by using the arrows

Step 4: To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Begin typing the **Keyword;** the list will automatically filter to match your search.

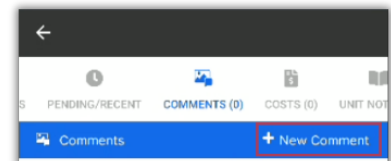**Step 5:** When the work is done, mark each task **Complete.**
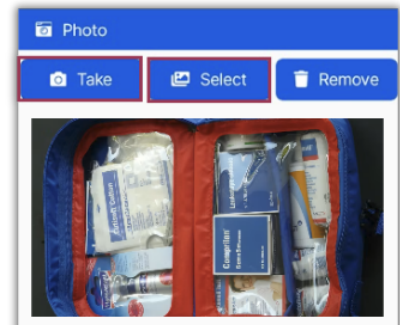

Add **Notes**, if needed.

Step 6: Add **Comments/Photos.**

Tap **New Comment.**

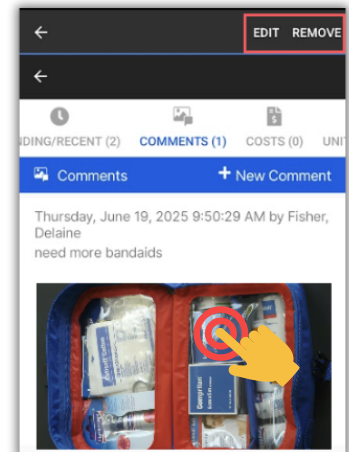Take a **Photo** or **Select** from Gallery.

Enter your **comment.**

⚠️ A **Comment is <u>required</u>** when adding a Photo.

💡 You may want to add the **task number** in the comment for added clarity.

Once your comment has been added, tap **Save.**

After saving your photo, you can **Edit** or **Remove** it by **pressing** on the saved photo.

Step 7: Tap **Checkmark** to Review.

A **warning** will appear if tasks are left **Incomplete.**

Tap the **pencil icon** to resolve.

⚠️ A PM **cannot** be completed with incomplete tasks.

Select a **Completion Option**.

Step 8: Tap **Checkmark** to complete.

Success! Tap OK