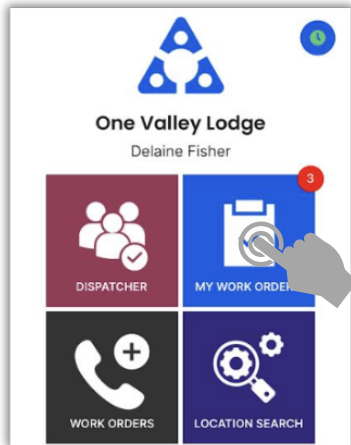
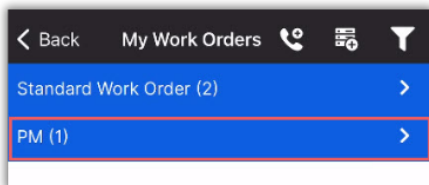


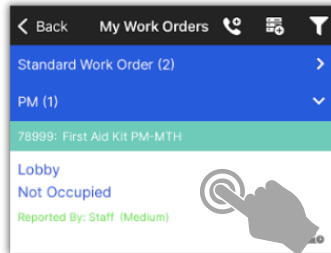
Step 1: Tap My Work Orders.



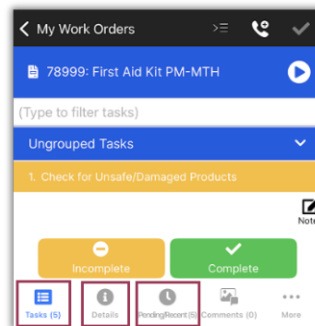
Then the **PM Banner**.



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



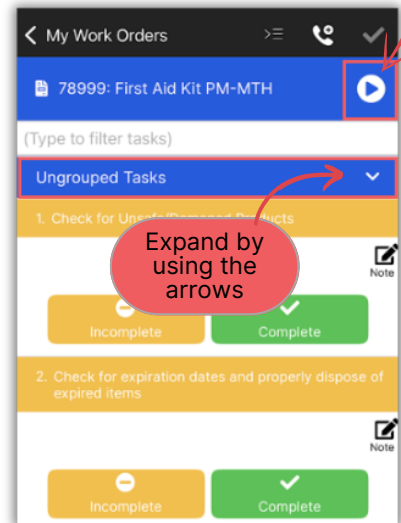
Details and Pending/Recent provide more information.



Step 3: Tap Start.

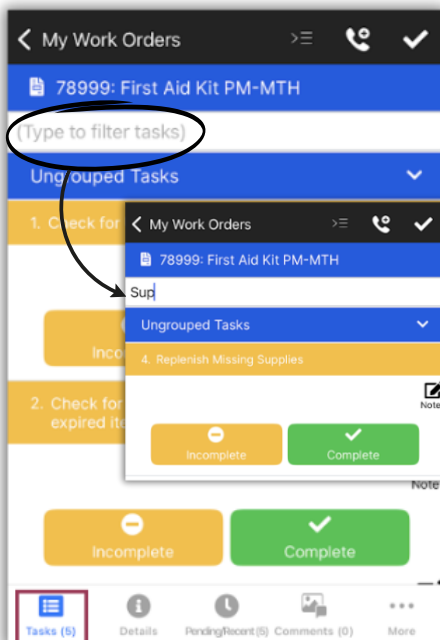
- Task Lists are either:
- Ungrouped
 - Grouped by Sublocation

Quick Collapse: compresses sublocation banners.

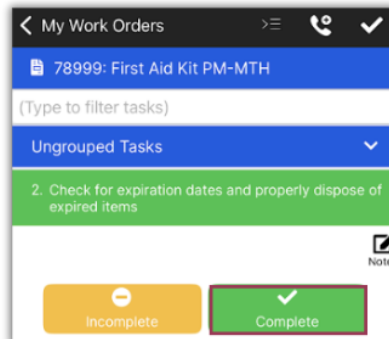


Expand by using the arrows

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.



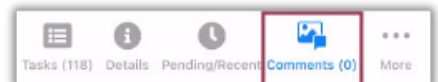
Step 5: When the work is done, mark each task **Complete**.



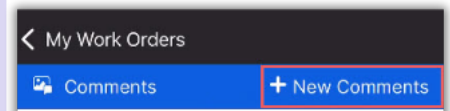
Add **Notes**, if needed.



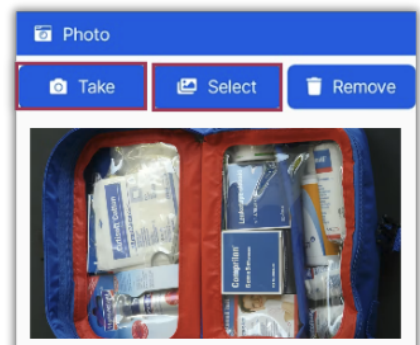
Step 6: Add Comments/Photos.



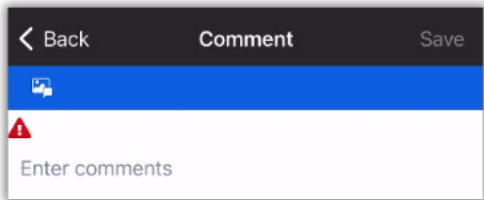
Tap **New Comment**.



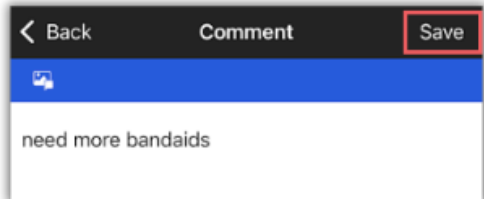
Take a **Photo** or **Select** from Gallery.




Enter your **comment**.



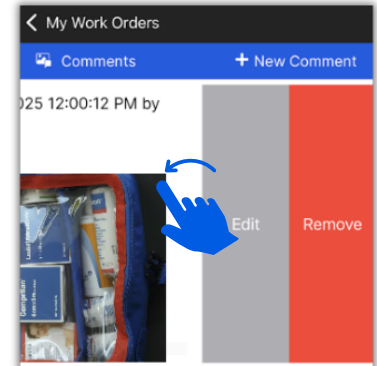
 A **Comment is required** when adding a Photo.



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

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

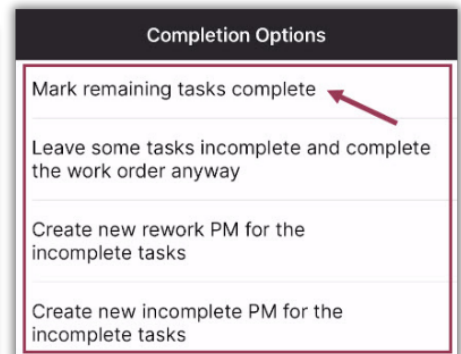
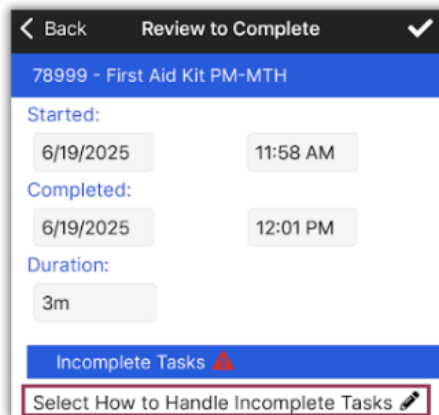
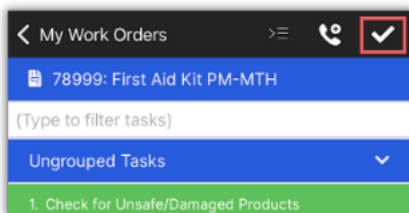
After saving your photo, you can **Edit** or **Remove** by **swiping left** on the saved photo.



Step 7: Tap Checkmark to Review.

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

Select a **Completion Option**.



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

← Tap the **pencil icon** to resolve.

Step 8: Tap Checkmark to complete.

Success! Tap OK.

