

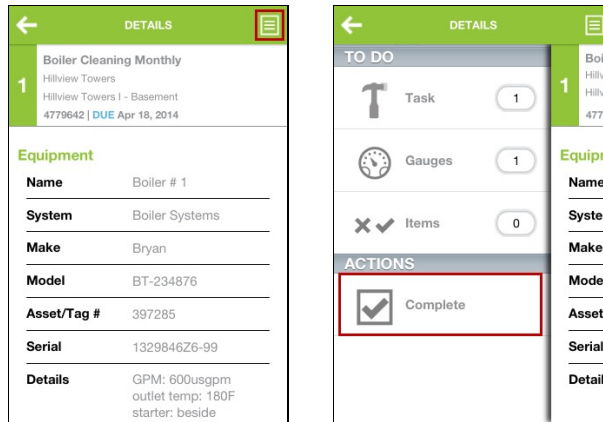




# Completing PM Work Orders

## Completing PM Work Orders:

1. Locate the PM work order you would like to complete. The work order details will be displayed.
2. Press the **Options** button (☰) and select **Complete** (you may need to scroll down to display the option).



3. The completion screen is displayed. You can enter any additional notes concerning the work order in the **Notes** field provided. To notify your supervisor by email that the work order is complete, select **Notify Supervisor**. Press **Submit** to complete the work order; it will be removed from your **My Work** list.

