

Completing PM Work Orders

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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).

The first screenshot shows the 'DETAILS' screen for a work order titled 'Boiler Cleaning Monthly'. It includes fields for Name, System, Make, Model, Asset/Tag #, Serial, and Details. The 'Options' menu icon (☰) is highlighted in the top right corner. The second screenshot shows the same screen with the 'ACTIONS' section expanded, and the 'Complete' option is highlighted with a red box.

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.

The 'COMPLETE' screen displays the work order details at the top. Below is a 'Notes' field for additional information. A 'Notify Supervisor' toggle switch is set to 'YES'. At the bottom, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.