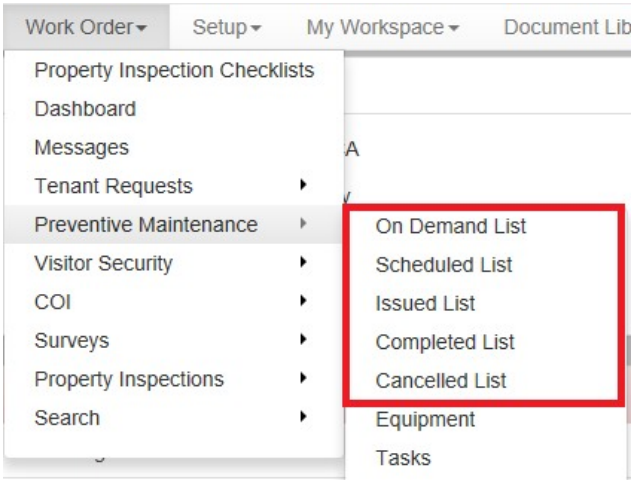
Finding PM Work Orders

Finding PM Work Orders:

The Preventive Maintenance (PM) work order list is accessed from the Home menu and clicking on the PM work order lists located in the Preventive Maintenance folder.



There are a variety of methods users can use to sort, filter, or search through the PM work order lists.

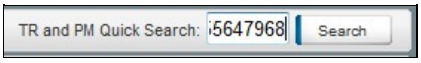
Using Work Order List Filters

Users can use the various methods outlined in List Controls, Customization, and Filtering.

Searching for Work Orders (Quick Search)

If users know the ID number of the work order, they can use the quick search.

1. Click on the quick search field in the top-right corner of the screen.
2. Enter the ID number of the work order.
3. Click **Search**. The work order is displayed.



Note:

- ID numbers are only assigned to work orders that have been issued.

Searching for Work Orders (Advanced Search)

Control Panel > Work Order > Search > PM Search

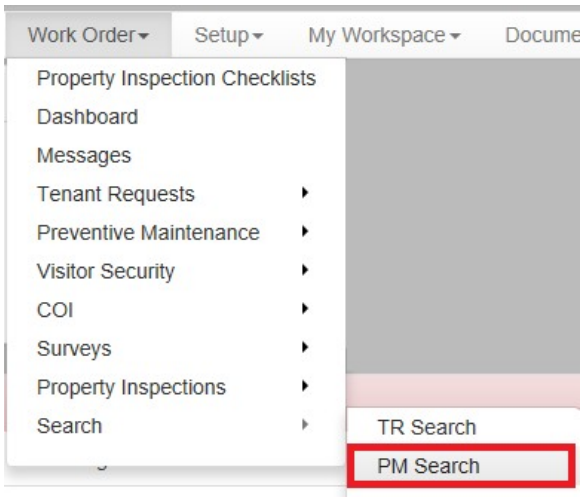
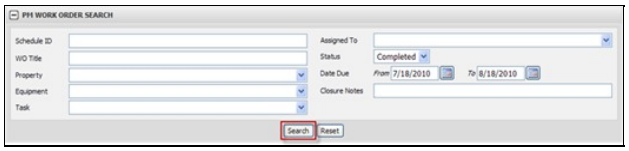
Note:

- Users can only search for completed or cancelled work orders using the advanced search

feature.

If users do not know the ID number for the work order, they can use the Advanced Search.

1. Log into the Axis Control Panel at http://cp.axisportal.com, hover over **Work Order**, hover over **Search**, then select **PM Search**.



2. Enter any available information about the work order.
3. Click **Search**. The work order is displayed.