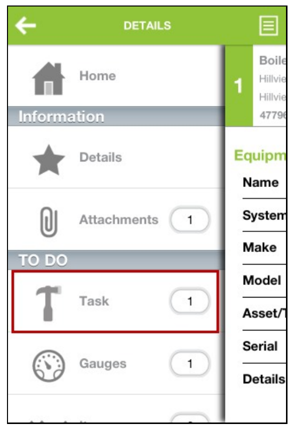
Updating PM Work Orders

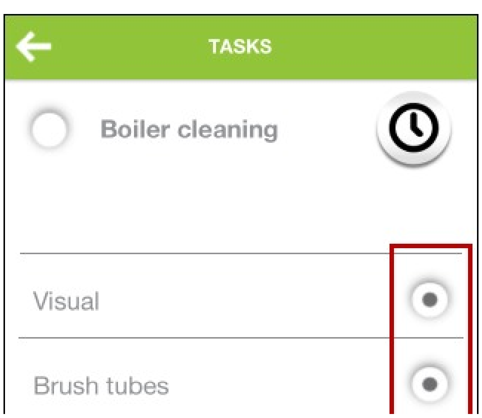
Updating PM Work Orders:

1. Under **My Work**, locate the PM work order you would like to update. The work order details will be displayed.
2. Press the **Options** () button. From here, you can select any **Tasks**, **Gauges**, or **Items** associated with the work order that may need to be completed. In this example, **Tasks** is selected, which will display the task list.

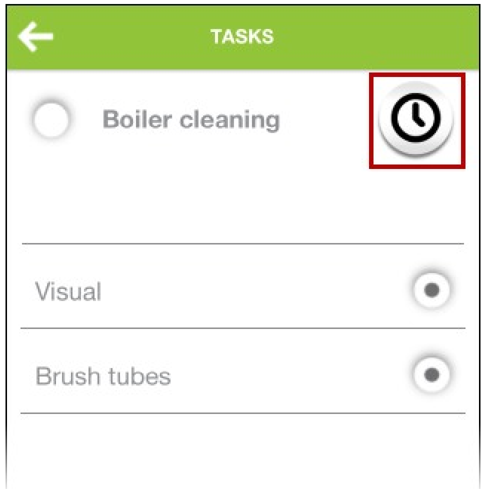


3. Select the task you would like to complete.

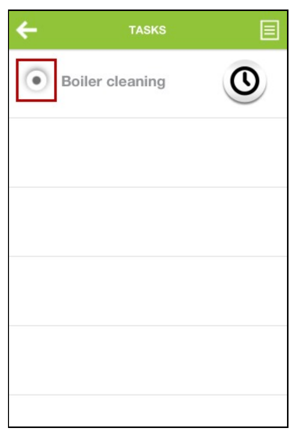
4. Check off the sub-tasks as you complete them.



5. Press the clock icon beside the task to enter time taken.



6. Enter the time taken and the name of the employee that completed the task (by default, the employee assigned to the work order is selected). Press **Save**. The task is now displayed as completed.



7. When you are finished making your updates, you can press the back arrow (←) to return to your work order lists (depending on where you are in the work order details, it may be necessary to press the back arrow more than once), or you can complete the work order.