

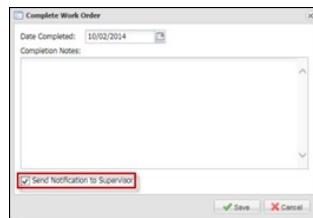
The Notify Supervisor Flag

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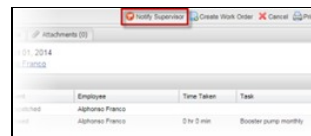
Employees that have the PM Notify Call Attention option selected in their employee profile will receive an email whenever a work order has the Notify Supervisor flag added to it (contact Axis Portal Team for assistance with setting up PM Notify Call Attention at AxisSupport@cbre.com).

During the last step of completing a work order, if users wish to have a notification sent to a supervisor concerning the work order, place a checkmark beside **Send Notification to Supervisor** (Example 1). Users can also mark a completed work order as requiring a supervisor's attention by opening the work order details and clicking the **Notify Supervisor** button near the top-right corner of the screen (Example 2).

Example 1



Example 2



Selecting **Send Notification to Supervisor** will send an email notification informing the supervisor that the work order requires review. Work orders that have a notification sent to a supervisor can be found in the Completed List and are tagged with a Notify Supervisor icon (🔔), as shown below.

ID	Title	Due	Completed	Priority	Est. To
5729418	Boiler Pump Inspection	Wed, Oct 01, 2014	Thu, Oct 02, 2014	1	0 hr 0 min
1067052	Supply Fan #1 Inspection	Wed, Nov 17, 2010	Thu, Jan 20, 2011	2	1 hr 0 min
1080261	Boiler monthly inspection	Sat, Jan 22, 2011	Tue, Jan 18, 2011	1	2 hr 0 min

When a supervisor views the work order's details (by clicking on the title or double-clicking on a row), after completing their review and making any necessary updates, the supervisor can mark the work order as reviewed by clicking the **Mark as Reviewed** button near the top-right corner of the screen.

Note:

- If users clicked **Mark as Reviewed** in error, users can undo this action by clicking the button again (the button name changes to Notify Supervisor).
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