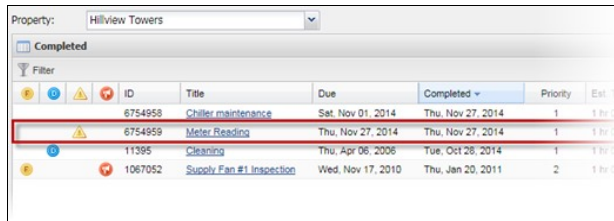


Missing Values

Missing Values:

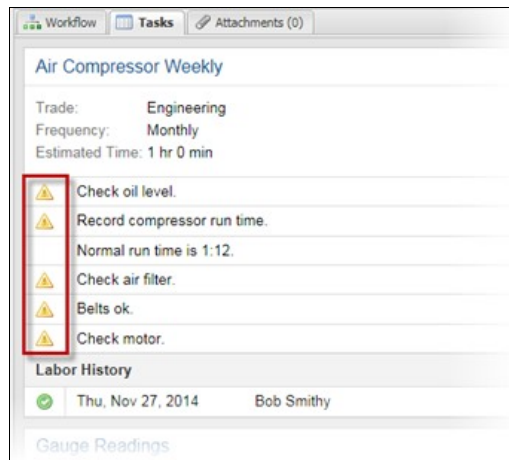
Employees that have the PM Notify Missing Values option in their employee profile will receive an email whenever a work order is completed with missing values (contact Axis Portal Team for assistance setting up PM Notify Missing Values at AxisSupport@cbre.com).

When a work order is completed without filling out all task-related fields, such as gauge readings or task lines, the completed work order will have the Missing Values flag (⚠) in the Completed List.



Filter	ID	Title	Due	Completed	Priority	Est. Time
	6754958	Chiller maintenance	Sat, Nov 01, 2014	Thu, Nov 27, 2014	1	1 hr 0 min
⚠	6754959	Meter Reading	Thu, Nov 27, 2014	Thu, Nov 27, 2014	1	1 hr 0 min
	11395	Cleaning	Thu, Apr 06, 2006	Tue, Oct 28, 2014	1	1 hr 0 min
	1067052	Supply Fan #1 Inspection	Wed, Nov 17, 2010	Thu, Jan 20, 2011	2	1 hr 0 min

To remove this flag, all missing values must be entered under the work order's Tasks tab; additional details on updating tasks can be found in [Work Order Details Overview](#). Each task line, gauge, or similar missing value is flagged with the same icon (⚠), and must be properly filled in to remove the Missing Values flag.



Work Order: Air Compressor Weekly

Trade: Engineering
Frequency: Monthly
Estimated Time: 1 hr 0 min

- ⚠ Check oil level.
- ⚠ Record compressor run time.
Normal run time is 1:12.
- ⚠ Check air filter.
- ⚠ Belts ok.
- ⚠ Check motor.

Labor History

✓	Thu, Nov 27, 2014	Bob Smithy
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Gauge Readings