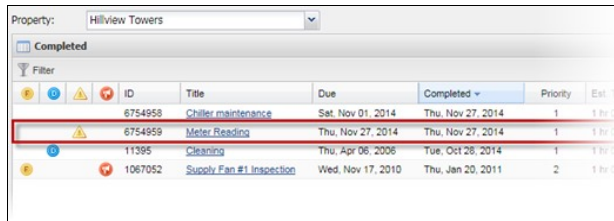


Missing Values

Missing Values:

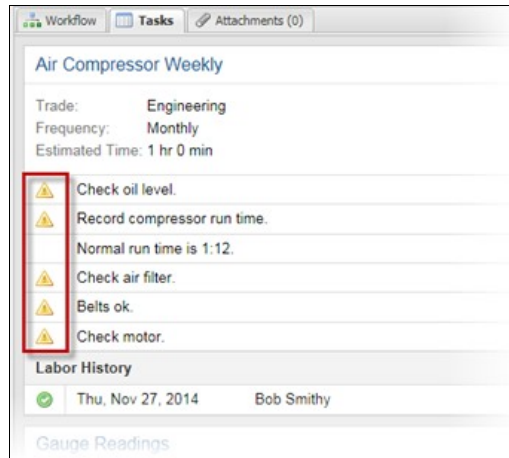
Employees that have the PM Notify Missing Values option in their employee profile will receive an email whenever a work order is completed with missing values (contact Axis Portal Team for assistance setting up PM Notify Missing Values at AxisSupport@cbre.com).

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 |
|---|-------------------|------------|

Gauge Readings