PM Work Orders

Completing PM Work Orders:

1. Open the desired work order. See the **Viewing Work Orders** topic for more information.

Note:

- *Optional-* Press the track wheel, this menu displays the number of tasks in the work order, scroll to each one and press the track wheel again to view the tasks. Press the track wheel again and select the **Equipment Details** item to view the details of the equipment as entered in Angus AnyWhere™.

2. If there are any Gauge Reading or Checking Lines, scroll to the desired line or press the track wheel and select **Reading/Checking Lines** from the menu. For *Reading Lines*, use the keyboard to type the reading. For *Checking Lines*, press the spacebar to insert a checkmark.
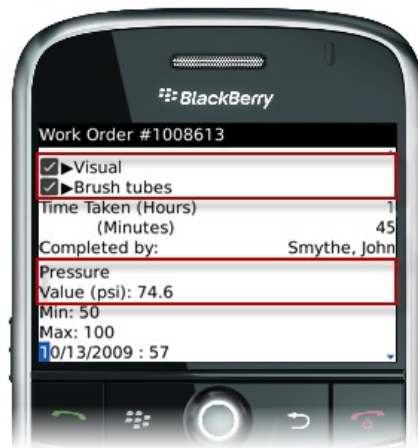
3. Scroll to the **Time Taken** section of the screen.

4. Enter the time taken to complete the job in hours and minutes (accepted values for minutes are **0, 15, 30,** and **45**). First, enter the number of hours by using the keyboard, or press the spacebar to increase the time in increments of 1 hour. Then scroll down and enter the minutes, or press the spacebar to increase the time in 15 minute increments.

5. Select the employee who completed the work order or task. Scroll through the names of employees by highlighting the name in the **Completed By** field and pressing the spacebar.

6. If a supervisor needs to review the work order, scroll down to the **Notify Supervisor** line; press the spacebar to insert a checkmark.

7. Enter any additional information regarding this work order in the **Notes** field. Notes should include any additional work that you did on the equipment, and also any other issues that you found with the equipment. These notes are added to the history for this piece of equipment.
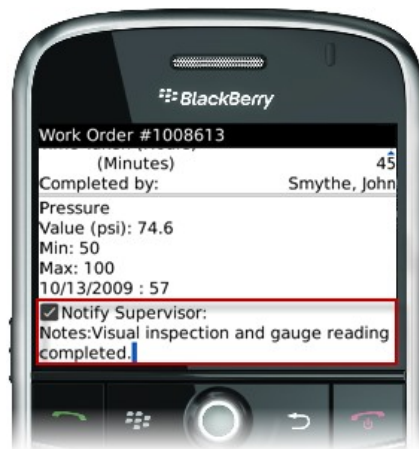
8. If there are **multiple tasks**, mark those that are completed at this time. Continue marking tasks as they are completed. To locate tasks, scroll down using the track wheel, or press the track wheel and select the desired task from the menu.

9. Scroll to the **Item List** on the screen, or press the track wheel and select Item List from the menu. Scroll to each item and press the spacebar once to mark the **Items Pass**, or press it twice to mark the **Items Fail**.

10. When all information is entered for a completed work order, it must be sent back to the Angus AnyWhere™ system. Click the track wheel and select **Send Completed** from the menu. Once the work order has been sent, it is deleted from the work order list on the BlackBerry® handheld device.

Note:

- If the work for the work order is still in progress and more details need to be entered at another time, simply close the work order by clicking the track wheel and selecting **Close** from the menu. Any information that was added will be saved.