

Completing PM Work Orders

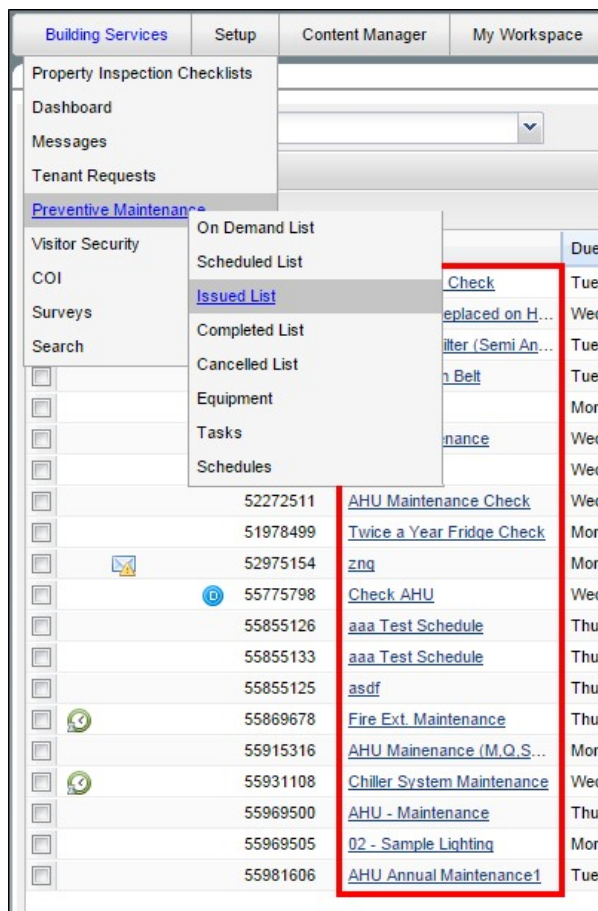
Completing PM Work Orders:

Engineers may update and complete work orders from the field using a handheld device or by following the steps described below.

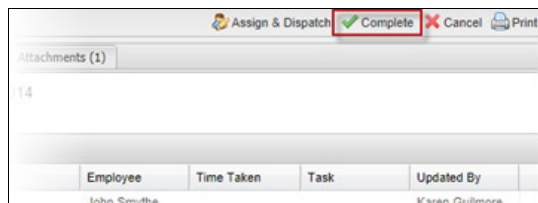
Note:

- Work orders can only be completed if they are in the Issued List.

1. Locate the work order that needs to be completed. Users can use the list filters to assist with the search.
2. Click on the work order's title to open the Work Order Details screen.



3. Near the top-right corner of the Work Order Details screen, click **Complete**.



4. In the window that opens, users will have the opportunity to enter any previously unrecorded information, such as task completion or gauge readings.
5. Users can also add to the labor history by clicking **Add History**. Users can use this section to track the time taken by multiple people by creating a separate entry for each person.
6. If there are multiple tasks, users can use the **Previous** or **Next** buttons to update information related to each task, or click on the tabs at the top of the screen.
 - Each task has its own labor history section.
7. Click **Save** to save any updates provided.

The screenshot shows the 'Update Tasks' window. At the top, there are four tabs: 'AHU Monthly', 'AHU Semi-Annual', 'AHU Annual', and 'Gauge Readings'. The 'AHU Monthly' tab is active. Below the tabs, there is a list of tasks with checkboxes: 'Check steam heater coil fan overrun function.', 'Check the steam distributor and ensure there are no...', 'Check that the steam feeds do not leak.', 'Check that the condensate drain is functioning.', 'Replace evaporative modules if strongly encrusted with...', and 'Check for any obstructions or blockages in all of the air'. Each task has a 'Check' checkbox. Below the tasks is a 'Labor History' section with a dropdown menu showing 'John Smythe', a time input of '1 hr 15 min', and a date input of '07/17/2014'. There is an 'Add History' button with a green plus icon. At the bottom are '< Previous', 'Next >', 'Save' (with a green checkmark), and 'Cancel' (with a red X) buttons.

8. In the Complete Work Order screen that is displayed next, enter any notes concerning the completion of the work order
9. Users can also indicate if a supervisor should be notified. See [The Notify Supervisor Flag](#) for additional details.
10. Click **Save** once finished. The completed work order is moved to the Completed List.

The screenshot shows the 'Complete Work Order' window. At the top, there is a title bar 'Complete Work Order'. Below the title bar is a 'Date Completed' field with a date input of '07/23/2014'. Below that is a 'Completion Notes' section with a large text area. At the bottom is a checkbox labeled 'Send Notification to Supervisor'. At the bottom right are 'Save' (with a green checkmark) and 'Cancel' (with a red X) buttons.