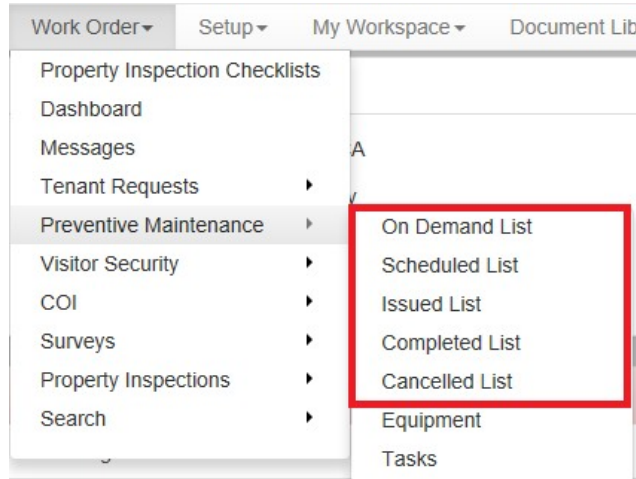


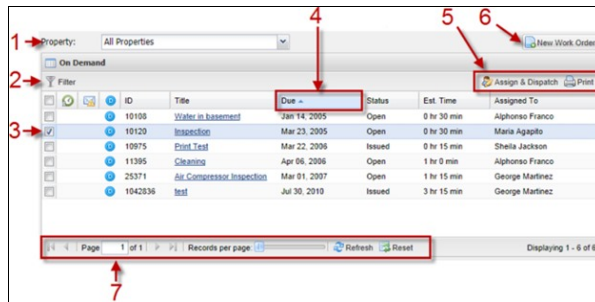
List Controls, Customization, and Filtering

List Controls, Customization, and Filtering:

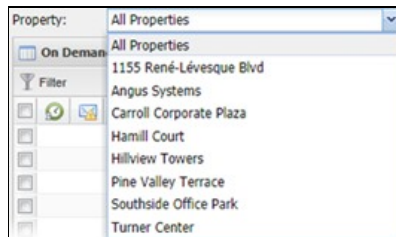
To access Preventive Maintenance (PM) lists, log into the Axis Control Panel at <http://cp.axisportal.com>, hover over **Work Order**, hover over **Preventive Maintenance**, and then select the desired list from the Preventive Maintenance folder.



Each PM list can be sorted, filtered and customized in a variety of ways, as described below. For more information about the work order lists and work order statuses, see [PM Work Order Types](#) and [PM Work Order Lists](#).



1. Users can use the Property drop-down list to filter the work orders by property, or for all properties.



2. The **Filter** button opens an interface which allows users to choose from a variety of filtering options. The specific options available vary by list.
 - Applied filters are persistent on the list until manually removed or if the Property is

changed.

- Filtering information is stored locally on your web browser and is remembered between sessions.
- In the Scheduled List in particular, users can modify the Preview for field to increase the period of time over which work orders are displayed.

Scheduled

Filter

Preview for: 2 week(s) (1 - 52)

Assigned To: Bob Smithy

Trade: Engineering

System: Compressed Air Systems

Equipment:

WO Title:

Priority:

Building: Hamill Court

Floor:

Floating:

Apply Close

3. Use the checkboxes to select one or more work orders in the list.
 - Selecting multiple entries in the list allows users to assign and dispatch, or print multiple items at a time as explained in (5) below.
 - Click on a work order's name in the Title column to view its details.

Issued

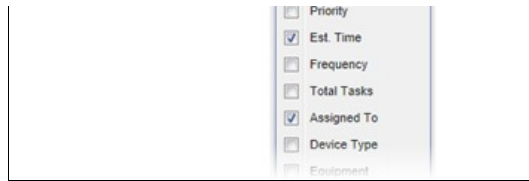
Filter

ID	Title	Due	Priority
5472124	AHU Weekly Maintenance	Tue, Jul 08, 2014	1
<input checked="" type="checkbox"/>	5472125 AHU General Maintenance	Wed, Jul 09, 2014	1
5472123	Pressure Test	Thu, Jul 10, 2014	1
<input checked="" type="checkbox"/>	5472147 Fire Extinguisher Repress...	Fri, Jul 11, 2014	1
<input checked="" type="checkbox"/>	5472168 AHU Weekly Maintenance	Tue, Jul 15, 2014	1
5472169	Chiller Weekly Inspection	Fri, Jul 18, 2014	1

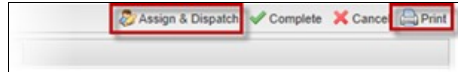
4. The list headings are customizable. All list customizations for a specific user are stored locally on your web browser and remembered between sessions.

- Users can click on a list heading to toggle between sorting the list in ascending or descending order.
- Users can click and drag list headings to change the order they are displayed in.
- Users can add or remove list headings by doing the following:
 - Click on the right side of a column heading (hear the border between column headings, as shown below).
 - Move the mouse pointer to the Columns entry in the list to display all available column headings (available headings vary depending on which list is currently being viewed).
 - Select the column headings that are preferred to be displayed and/or deselect the headings that are preferred to be hidden. Note that some information-critical headings cannot be hidden.

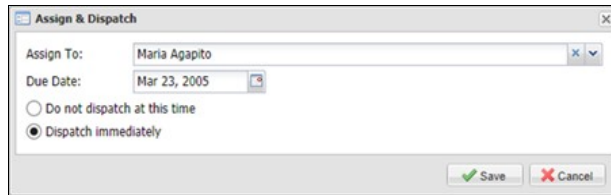
Due	Status	Est. Time	Assigned To
Jan 14, 2005	Sort Ascending	min	Alphonso Franco
Mar 23, 2005	Sort Descending	min	Maria Agapito
Mar 22, 2006	Columns	min	Sheila Jackson
Apr 06, 2006	<input checked="" type="checkbox"/> Due		co
Mar 01, 2007	Open	1 hr 15	<input type="checkbox"/> Completed bz
Jul 30, 2010	Issued	3 hr 15	<input type="checkbox"/> Cancelled bz



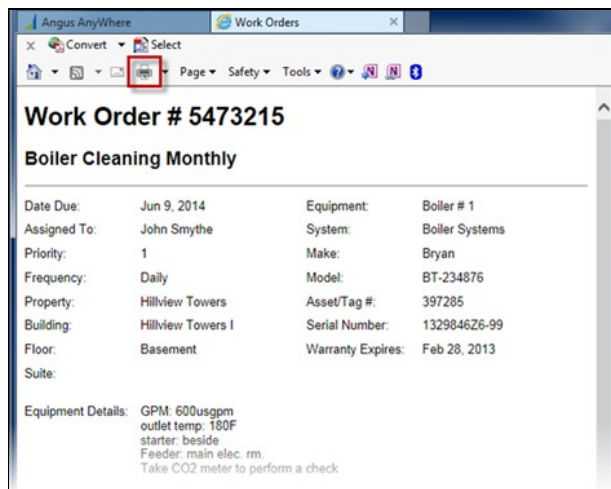
5. The **Assign & Dispatch** and **Print** buttons perform the functions described below:



- Clicking the **Assign & Dispatch** button opens the Assign & Dispatch window, allowing users to assign (if currently unassigned) or reassign the selected work orders. The exact choices available will vary depending on how many work orders are selected (one, or more than one), whether the work orders have been dispatched, and whether they are on demand or scheduled work orders.
 - Users can also set (or change) the due date. This option is only available if the work order selected is a single on demand work order that has not yet been dispatched.
 - Users can select whether or not to dispatch the work order immediately.
 - Click **Save** to save your changes. This will also dispatch the work order if "dispatch immediately" was selected.
 - See [Assign and Dispatch Work Orders](#) for additional information.



- For dispatched work orders, clicking the **Print** button opens a new window with a copy of the work order in a printable format. Click the **Print** icon () or press **CTRL-P** to print the work order.
 - Printed work orders can be used to complete work in situations where the assignee does not have direct access to the Internet; the information filled out in the form will need to be manually input in Axis Control Panel afterwards to properly document the work.



- The **New Work Order** button allows users to create an on demand work order. For additional details, see [Creating On Demand Work Orders](#).
- At the bottom of each list is a control toolbar that allows users to access several commonly used display features.



The following list controls are available:

	Return to the first page of the list.
	Go to the previous page.
Page 1 of 1	Manually enter a specific page to go to.
	Go to the next page.
	Go to the last page.
Records per page:	Use the slider to adjust the number of records displayed per page.
	Reload the list (checks for updates to the list since it was last loaded).
	Reset the list display settings to default (also removes any previously applied filters).